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ABSTRACT

This needs assessment survey attempted to determine if community recreation programs, including school-based and college-based programs, are meeting the needs of citizens with disabilities living on the Northern Mariana Islands. The survey polled 35 people with disabilities about the effectiveness of community recreation programs and services and asked 26 recreation service providers to rate their effectiveness in supplying recreation services to this population. Introductory information summarizes island characteristics and demography. Sections of the report then list participating agencies and recreation entities; compare results of the two surveys; describe an agency evaluation process; present on-site survey results for the three large islands of Rota, Tinian, and Saipan by individual agency; and present recommendations for the islands as a whole and for each of the three islands individually. Recommendations include the provision of better public information by agencies offering recreational programs, better accommodation to the needs of people with disabilities, and help with transportation and financial assistance. Also encouraged is creation of a program where local inhabitants would receive funds for postsecondary education in the areas of nursing, recreation, speech pathology, occupational therapy, physical therapy, and teacher certification. Extensive appendices include project letters, survey forms, and detailed results. Also included are the questionnaires used in the survey. (DB)

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Governor's Developmental Disabilities Council
Saipan, MP

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NEEDS ASSESSMENT SURVEY REPORT

Determining the Leisure Needs of People Having Disabilities

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Study results compiled in joint agreement with the Commonwealth of the Northern Mariana Islands Governor's Developmental Disabilities Council and Lorraine C. Peniston, Ph.D., CTRS. - Proposal Author and Project Director of Survey. This project would not have been a success without the direction of Thomas J. Camacho, Program Director of GDDC and GDDC staff members.

ISLANDS CHARACTERISTICS AND RECREATION FOCUS

The Northern Mariana Islands located in Oceania, Micronesia, is 5,635 kilometers west-southwest of Honolulu, Hawaii. It's elderly population (55 years and older) is approximately five percent of the total population, less than one third of this population has some kind of disability. Between the ages of 16 to 64, civilian noninstitutional persons having disabilities consist of approximately six percent of this population age range. Within this 16 to 64 age range, the mean income of persons having disabilities is approximately $11,000. This is close to the national capita for nondisabled persons in this age group. In the civilian noninstitutional 65 years and over age group, their mean income is about $6,000. This is over two times less than the civilian noninstitutional group not having any disabilities. The importance of population groups in numbers and income statistics assists in determining need of service (justifying amount of programming, spending on program and hiring of staff) and understanding how to finance recreation programs (fee or free programming).

Despite the fact that the 1994 Census neglected to have disability figures for individuals under the age of 16, it is common knowledge that most accidents occur between the ages of 3 to 21, resulting in a permanent disability. Let's not forget individuals born with birth defects and developmental disabilities. Programming for this population will depend on the cooperation between the school districts and community recreation agencies. For youngsters diagnosed with a disability and require some form of recreation in their rehabilitation plan as stated in the Individual Education Plan (IEP) or Individual Transition Plan (ITP), the school district must adhere to this request and provide services. This can be done within the school system through hiring a Therapeutic Recreation Specialist or contracting services to a community recreation agency.

Roughly 70% of the Northern Mariana Islands' population lives in a rural environment (31,194), concern here is having wishful participants attend community recreation programs. Effective ways to publicized programs (via print - newspapers & flyers, mailings and telecommunications) and availability of transportation and access to recreation facilities is of major importance to have programs function successfully.

Cultural climate in the Northern Mariana Islands is composed of various ethnic divisions, languages and religious beliefs which view disabilities from a different perspective than the western culture. Americans tend to be rather clinical in describing disabilities. The Pacific Islanders instead views social roles and expectations of peoples having disabilities; the spiritual value related to an accident or illness; the family interrelationship between the family member having a disability, and positive view of assisting the person with a disability to attain some independence.

In summary, the Needs Assessment Survey will acknowledge these essential characteristics when evaluating community services and determining the leisure needs of people having disabilities.

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Introduction

The purpose of the Needs Assessment Survey is to determine if community recreation programs are meeting the needs of citizens with disabilities living on the Northern Mariana Islands. This survey project polled responses from persons having disabilities about the effectiveness of community recreation programs and services. Also, this project asked community recreation service providers to rate the effectiveness of their ability in supplying efficient programs and services to its participants having disabilities.

The general ideas being surveyed from community members with disabilities and community recreation agencies were: the ability to accommodate individuals with disabilities, understanding of persons' with disabilities individual needs, availability of community recreation programs, and the effectiveness of the community recreation agency operations. More specifically the Needs Assessment Survey determined:

* if enough programs were provided in the community

* if the current variety of programs was meeting the needs of community members

* if community center transportation and/or public/private transportation had easy access to recreation facilities

* if current participant assessment provides enough information to adequately plan for integration

* if participants are included in the program evaluation process, and if so, how effectively is the process delivered

* the effectiveness of existing policies and procedures for agency operation

* the effectiveness of program and department evaluation procedures

* if sufficient funds are available for running a successful recreation program

* if guidelines are present to allocate budget increases and create alternative funding resources

* fairness of program and/or service cost of participants

* how evaluation report results from recreation mid-level staff (recreation leaders) and managers impact program change and justification for change

* the success rate of agency marketing procedures (all forms of media and contacts with other community agencies).

Participating Agencies and Community Members

The Commonwealth of the Northern Mariana Island Governor's Developmental Disabilities Council (CNMI/GDDC) collected a list of names and addresses of public and private agencies that provide services to people with disabilities. CNMI/GDDC solicited their involvement in the Needs Assessment Survey Project. The chosen agencies were:

Saipan Government Offices

1. Department of Community and Cultural Affairs
    - Carolinian Affairs Office
    - Indigenous Affairs Office
    - Women's Affairs Office
    - Div. Of Sports & Recreation Historic Preservation
    - Division of Youth Services
    - Outreach/Boy Scouts
    - Veteran Affairs Office
2. Department of Health Services
    - Children's Development Asst. Center
    - Vocational Rehabilitation Center
3. Division of Land and Natural Resources
    - Division of Parks & Recreation
4. Headstart Program
5. Marianas Visitors Bureau
6. Mayor of Northern Islands
7. Northern Marianas College
    - Community Services
    - Upward Bound
8. Public School System
    - Chamorro Bilingual Program
    - Carolinian Bilingual Program
    - Fine Arts Program
    - Physical Education Program
9. Department of Interior
    - American Memorial Park

Tinian Government Offices

1. Aging Program
2. Catholic Social Services
3. Arts Council
4. Community & Cultural Affairs
5. Department of Land & Natural Resources
6. Historic Preservation
7. Marianas Visitors Bureau
8. Mayor's Office
9. Northern Marianas College
10. Tinian Health Center
11. Tinian Public School System

Rota Government Offices

1. Aging Program
2. Health Center
3. Community & Cultural Affairs
    - Resident Secretary
    - Arts Council
    - Historic Preservation
    - Sports & Recreation
    - Division of Youth Services
4. Department of Land & Natural Resources
5. Karidat
6. Marianas Visitors Bureau
7. Northern Marianas College Liaison
8. Public School System
9. Rota High School

Private Recreation Entities

Program/Division/Department	Organization/Business/Name
1. Community Services	Karidat, Inc.
2. Americorp	Ayuda Network, Inc.
3. PE & Recreation Services	Mt. Carmel School
4. PE & Recreation Services	Sister Remedios Pre-School
5. PE & Recreation Services	Grace Christian Academy
6. PE & Recreation Services	Saipan Community School
7. Recreation Department	Hyatt Regency Saipan
8. Recreation Department	PIC Resort Hotel
9. Recreation Department	Hotel Nikko Saipan
10. Recreation Department	Marianas Resort Hotel
11. Bowling Alley	Saipan Bowling Center
12. Game Center	Whimpsy
13. Shooting Gallery	Guns & Shooting
14. Golf Resorts Operators	Laulau Golf Resort
15. Banana Boat Operators	Tasi Tours
16. Scuba Diving Operators	Tasi Tours
17. Site Seeing Operators	Island Cruise Line
18. Tour & Glass Bottom Boat Operators	Saipan Marine Tours

Seventy-five agencies (listed above) from the islands of Saipan, Rota and Tinian were chosen to participate in reviewing their services by answering a short-questionnaire form (see Appendix I for cover letter and Short-Questionnaire form). The survey form was created by the project director, then copies of the form were sent to CNMI/GDDC.

The CNMI/GDDC collected a list of Public Entities that provide services to people with disabilities. CNMI/GDDC solicited their involvement in the Population Needs Assessment Survey. These agencies were:

Mental Health & Child Family Guidance - Public Health Services
Office of Aging - Community & Cultural Affairs
Vocational Rehabilitation - Public Health Services
Special Education Program - Public School System
Karidat
NMPASI (Northern Marianas Protection and Advocacy Systems, Inc.)

The six agencies listed above, each located on the islands of Saipan, Rota and Tinian

assisted in distributing the Population Needs Assessment Survey form (see Appendix II) to clients in their agency. The Population Needs Assessment Survey was created by the project director, then copies of the form were sent to CNMI/GDDC.

Method of Conducting Questionnaire and Survey

On June 21, 1995, CNMI/GDDC distributed 75 Short-Questionnaire forms to agencies and departments on the islands of Saipan, Rota and Tinian (see pages two & three for participating agencies). Each agency received one form and was asked to complete this form in two weeks from the date on which it arrived in the agency office. Agency or Department directors, supervisors or administrative personnel completed the form and mailed or fax form to CNMI/GDDC. CNMI/GDDC mailed the packet of questionnaire forms to the project director who then computed the results via a computerized program.

On June 26, 1995, CNMI/GDDC mailed a total of four hundred and ninety-five Population Needs Assessment Surveys to a number of agencies (see agency listing on page 3). The packet of forms was addressed to the agency director or an administrative staff person to distribute to clients the agency serves. Clients completed the form, returned it to the agency, the agency in turn sent the completed packet of forms to CNMI/GDDC. CNMI/GDDC mailed the packet of forms to the project director who then computed the results via a computerized program.

SECTION II

Results of Population Needs Survey

A total of 35 persons with disabilities participated in the Needs Assessment Survey (see Appendix III survey summary form for detailed responses to questions). Approximately 89% of the participants lived on the island of Saipan and 11% lived on Rota and 0% from Tinian. The survey responders displayed an array of disabilities with the highest concentration in mental illness. A majority of the respondents (68.6%) were not familiar with recreational activities and programs in their district. Sixty-two percent would like to find out more about recreational activities and programs available in their district. Question number eight (If familiar, do you participate in some of these recreational activities and programs?) yielded inflated numbers because many of the participants that marked question six with a "No" response also marked question eight with a "No" response (refer to survey summary form to view discrepancies). Twenty percent of participants stated they did participate in some district recreation activities and programs. An overwhelming response, 80%, stated they would increase their participation in community recreation activities if services were more accommodating to their needs.

Many community members (60%) stated they did not know if their recreation interests listed in question 11 were provided within an agency or department in their district. Twenty percent stated that "none" of their recreation interests were provided within an agency or department in their district. In question 13, eleven percent commented that "Most of the Times" they needed to go outside of their district to attend their recreational interest activities and this was viewed as an "inconvenience" to them. But, an overwhelming response of participants (91.4%) would like to see a larger variety of recreation activities and programs provided within their district for persons with disabilities?

Replies to the next four questions (# 18, 19, and 20) received the highest percentage in the "Sometimes" category. Regarding financial situation preventing you from participating in community recreation activities and programs of choice, 54.3% stated "Sometimes." Participants stated that transportation can prevent participation in community recreation activities and programs, produced a 48.6% response as "Sometimes." Program accessibility preventing you from participating in community recreation programs, 57.1% "Sometimes." Looking at facility access, 51.4% recorded a "Never" response to facility access preventing participants from participating in community recreation activities. This may be due to the fact that the majority of the participants in this survey do not have conditions of a physical nature; most are psychiatric disabilities.

Twenty-four of the 35 persons who completed this survey form contributed comments on how community recreation agencies can best accommodate persons in their programs who have disabilities. The overall themes of the rebuttal were increases in the number of programs, develop new programs, build more facilities and be of assistance to a person with disabilities. A favorable answer was secured in seeing persons with disabilities on community recreation advisory boards (88.6% yes). Survey participants volunteering to become a member of a community recreation advisory board resulted in a positive response (62.9% yes).

Results of Short-Questionnaire Survey

Of the 75 Short-Questionnaire forms (see Appendix IV for Short-Questionnaire summary for detailed responses to questions) sent of agencies and departments by CNMI/GDDC, a total of 27 completed forms were collected by the middle of October 1995. The island of Saipan acquired 41 forms and 22 forms were collected. The island of Rota was delivered 13 forms and four forms were collected. The island of Tinian was mailed 11 forms and one form was collected.

The majority of agencies who took part in this survey were State run and/or State funded (44.4%). The agency type of service ranged in the areas of: recreation for youth, social service, advocacy & protection, education and employment. About half of the responding agencies (48.1%) claim that their programs' and/or services they provide can accommodate people with disabilities. The services/programs the agency is unable to modify for persons with disabilities pertained to building & vehicle accessibility and some sport activities (volleyball, softball, basketball, diving, baseball & table tennis).

Approximately 63% of the agencies did not give assistance or decrease in cost to certain participants (elderly, disabled, financial needy), but the remaining 37% did provide some type of discount or assistance. It appears that slightly under half of the agencies provided transportation (44.4%) and half did not (55.6%). In considering a cost to transportation, half of the agencies did not response to this question (51.9%). The remaining 44.4% did not provide a cost to participants and 3.7% did charge for transportation. There is a 63%/40.7% split (in questions #14 & #15) between agencies that conduct an individual assessment on participants and agencies that require all participants fill out a registration form. From what can be observed on the Short-Questionnaire summary of responses, agencies do not require participants to complete both an assessment and registration form. It is either one form or the other, 63% of all agencies require their participants to complete a registration form. Approximately 1/3 of the agencies have advisory boards. No agency indicated that their board contains persons with disabilities and 25.9% were uncertain.

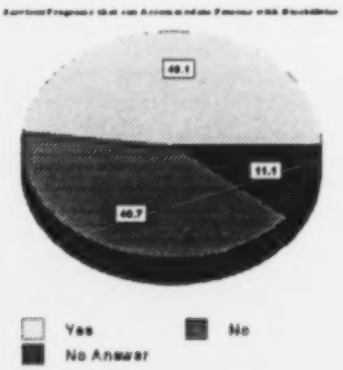
More than half of the participating agencies (51.9%) indicated that their agency never conducted a survey on the recreation needs of its community members, 33.3% were uncertain, 3.7% gave no answer and 11.1% did conduct a survey. Of the eleven percent who conducted a survey, the majority utilized a mailed paper questionnaire form and the survey results were used in determining program design and delivery of services.

Fifty-five percent of the participating agencies did not conduct a program and/or agency operation evaluation within the year, however, 33.3% did conduct an evaluation. Twenty-nine percent of agency administrators found that the evaluation data was recorded and compiled into a report. All of the agencies who conducted evaluations found the evaluation results to be effective in determining discrepancies and success within the program/agency and made changes within the agency based on evaluation results. Some of these changes ranged from adding new staff positions, changing policies, introducing cost saving measures, and better utilization of staff and agency resources.

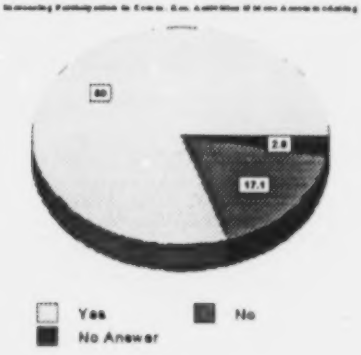
Of the agencies that did not conduct evaluations on its programs and operations, 51.9% would like to see the agency evaluation process and/or evaluation forms improve. A few suggestions given for improvement were: evaluation workshops with other agencies, assessing available resources for people with disabilities, compliance with local regulations, contract outside consultant for evaluating programs and have evaluations conducted by participants and community members.

Comparison between Needs Assessment Survey Results and Short-Questionnaire Results

Looking at a comparison of views regarding program accessibility, graphs on question eight of the Short-Questionnaire form and question #20 of the Needs Assessment Survey form display ideals on access to community recreation programs.



The results show a 10% difference in response to programs considered accessible (48.1%) and what community members with disabilities find "Sometimes" (57.1%) accessible to their needs. Question #10 on the Population Needs Assessment Survey (Would you increase your participation in community recreation activities and programs if the services provided were more accommodating to your needs?) produced an 80% response of "Yes," this is a 23% increase from the 57% "Sometimes" answer for presently accommodating participants needs.



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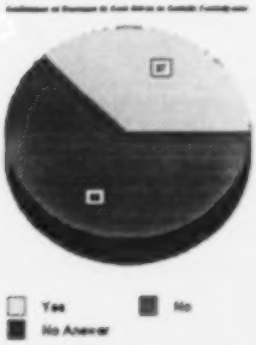
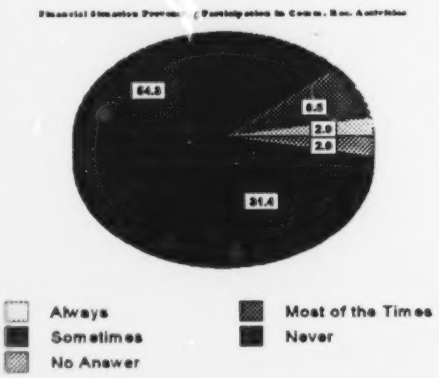
The next comparison is, "If one's financial situation prevents him or her from participating in community recreation activities and programs of choice" (question #18 on Population Needs Assessment Survey) and "Is assistance or decrease in costs given to certain participants - elderly, disabled or financially needed" (question # 11 on Short-Questionnaire form). The majority of the agencies (63%) indicated a "No" answer to decrease in cost and the majority of community members with disabilities (54.3%) responded with "Sometimes," regarding financial situation a deterrent to participating in community recreation activities and programs of choice. Is, it possible that if agencies did provide some free or lower cost community recreation activities that persons having disabilities might participate in the agencies' programs and services more often?





Approximately half of the agencies that responded state, "we supply transportation to our participants." The questionnaire did not specifically state a destination of the transportation (i.e., home to a community recreation agency, from agency to event, or both). However, respondents on the Population Needs Assessment expressed views on transportation being "Always or Most of the Times" a problem (combined sums of 25.7%). The survey did not state specifics about transportation (i.e., public transportation, personal transportation, agency transportation or physical access - roads to facility or event), so it would be unfair to compare the two questions. A suggestion that agencies may wish to do when they conduct a Needs Assessment Survey of their own is to make a distinction between agency transportation and other transportation use to get participant to community recreation facility or event.

It is apparent that both service providers and community participants having disabilities want services in the area of community recreation to improve. Similarities between the groups consist of: looking to improve services directly to persons having disabilities, education and training for service providers, and increasing the amount of community recreation available for persons with disabilities.

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SECTION III

Agency Evaluation Packet

The agencies that participated in completing and returning the Short-Questionnaire forms were then invited to participate in an overall evaluation of its agency. The agencies were:

* Division of Youth Services
* Saipan Government Division of Sports & Recreation
* Women's Affairs Office
* Saipan Public School System
* Northern Mariana College - Upward Bound Program
* Public School System - Tinian
* Marianas Visitors Bureau
* Division of Parks & Recreation - Saipan
* Wonderful World of Whimsy
* Center for Child & Family Guidance - Saipan
* Boy Scouting Unit - Saipan
* Headstart Program - Saipan
* Sister Remedios Pre-School
* Indigenous Affairs Office - Saipan
* Pacific Islands Club Hotel
* Saipan Shooting Range
* Marianas Resort Hotel
* Division of Veteran's Affairs - Saipan
* Karidat Social Services
* Rota Health Center
* Ayuda Network, Inc.
* Rota Aging Program
* Rota Aging Program/Services
* National Park Service - American Memorial Park
* Carolinian Affairs Office
* Hotel Nikko Saipan

These agencies received an agency evaluation packet at the end of August 1995 that contained: two activity/task analysis inventory forms, two participant evaluation forms, two program evaluation forms and one agency evaluation form. Agency directors were informed to follow the directions stated in the evaluation packet (see Appendix V for Instructions to Evaluation Packet).

As of October 23, 1995, only two agencies returned portions of the evaluation packet. The two agencies that completed portions of the packet were Marianas Resort Hotel - Seaside Circuit and Ayuda Network, Inc. The Marianas Seaside Circuit completed the agency evaluation form, one program evaluation form, two participant evaluation forms and one activity/task analysis inventory form. Ayuda Network, Inc. completed the agency evaluation form and one program evaluation form. The CNMI/GDDC will continue to collect agency evaluation forms and the results will be added to this report.

Participant Evaluation Survey Results

Participant evaluations were obtained from two participants who took part in the Mariana Resorts Seaside Circuit Go-Cart Racing Program. Both individuals agreed that they would like to participate in another program or class in this area. The Go-Cart program received favorable reviews from its participants.

Some of the favorable responses were: cost of program reasonable; the program leader was well-prepared, explained instructions clearly and willing to assist with special problems or needs; days & times of program convenient; adequate amounts of equipment available and in good working order; program met participants' needs; and would encourage friends' and/or family members to participate in the program. The overall rating for this program was given an "excellent" rating. Program improvements were listed as competition for employees, inter-department Go-Cart Racing with incentives and Hotel inter-department Go-Cart Racing.

PARTICIPANT EVALUATION
SURVEY RESULTS

SUMMARY OF ALL 2 FORMS

(1) Participant Name (Optional):

No written replies.

(2) Date:

[2] 9/18/95

(3) Name of Program:

G0 - Cart Racing ... Go-Cart Racing

(4) Program Location:

Mariana Resort Seaside Circuit ... Mariana Seaside Circuit

(5) Program Time(s) and Day(s):

[2] 9:00 am Monday

(6) Program Leader (Person conducting the program):

(7) Is this your first time participating in this program?

50.0% Yes	50.0% No	0.0% No Answer

(8) How did you find out about this program?

50.0% Other	0.0% Newspaper	0.0% T.V.
50.0% Friends	0.0% Brochure	0.0% No Answer

Other replies: company memorandum

(9) Would you like to participate in another program or class in this area?

100% Yes	0.0% Uncertain	0.0% No	0.0% No Answer

(10) How would you rate the cost of this program?

100% Reasonable	0.0% Expensive, but worth it.	0.0% Too Expensive
0.0% Low		0.0% No Answer

(11) What other programs would you be interested in taking through this agency/department?

[2] Horseback Riding

(12) Did the program leader explain information in a clear and understandable manner?

100% Yes 0.0% No 0.0% No Answer

(13) Was the program leader organized and well-prepared?

100% Yes 0.0% No 0.0% No Answer

(14) Were you comfortable asking the program leader questions?

100% Yes 0.0% No 0.0% No Answer

(15) Did the program leader listen to your questions and response in an appropriate manner?

100% Yes 0.0% No 0.0% No Answer

(16) Was the program leader willing to help you with special problems or needs?

100% Yes 0.0% No 0.0% No Answer

(17) Was the environment beneficial to learning and participating in the program?

100% Yes 0.0% No 0.0% No Answer

(18) If no, what should be changed:

No written replies.

(19) Were the days & times of program convenient?

100% Yes 0.0% No 0.0% No Answer

(20) If no, state other dates & times:

No written replies.

(21) Program or class size:

100% Adequate 0.0% Too Small 0.0% Too Large 0.0% No Answer

(22) Was an adequate amount of equipment and/or materials distributed during program?

100% Yes 0.0% Not Applicable
0.0% No 0.0% No Answer

(23) Was equipment in good working order?

100%	Yes	0.0%	Not Applicable
0.0%	No	0.0%	No Answer

(24) Were materials easy to read and/or use?

100%	Yes	0.0%	Not Applicable
0.0%	No	0.0%	No Answer

(25) Did the program meet your needs?

100%	Yes	0.0%	No	0.0%	No Answer

(26) Would you encourage friends and/or family to participate in this program?

100%	Yes	0.0%	No	0.0%	No Answer

Continue on back side of this form

(27) Overall rating of the program:

100%	Excellent	0.0%	Fair	0.0%	No Answer
0.0%	Good	0.0%	Poor		

(28) Suggestions for improvement of program:

competition for employees, inter-dept. Go-Cart Racing with incentives ... Hotel Inter-department Go-Cart Racing

Thank you for taking the time to complete this evaluation form.

SECTION IV

Program Evaluation Survey Results

Program evaluations were collected from program leaders at Ayuda Network, Inc. and Marianas Seaside Circuit. Approximately 30 people were in attendance at the Ayuda Education & Prevention Workshops and three people took part in the Marianas Seaside Circuit. The main age range of people participating in these programs is 25-35 years. Neither one of the programs had individuals with disabilities in attendance.

The number of staffs conducting these programs ranged from two to five. The program leaders agreed that this was an adequate number. They also agreed that: staff was organized and well prepared in conducting programs, an adequate supply of equipment and/or materials was present at programs, an adequate amount of space was provided for the program, and the program made the best use of allotted resources. Favorable results were presented in the areas of program class/session size, program meeting participants' needs and length of program time. Both program leaders rated their program "excellent."

Activity/Task Analysis Inventory

The only activity/task analysis inventory returned to the project director came from Marianas Seaside Circuit (see a yellow sheet in this section). The staff person performed an acceptable job in describing the steps required in Go-Cart Racing. It is suggested that this agency keep this activity/task analysis inventory on file for future reference.

PROGRAM EVALUATION
SURVEY RESULTS

SUMMARY OF ALL 2 FORMS

(1) Name (Optional):

Ayuda Network, Inc. ...

(2) Name of Program:

Education & Prevention Workshop ... Mariana Seaside Circuit

(3) Program Location:

Saipan ... Mariana Resort

(4) Date(s) and Time(s) of Program:

8:00 am to 4:00 pm , Monday through Friday ... Sept. 18

(5) Program Leader (person conducting program):

Director & Volunteer Consultants

(6) Agency Supervisor/Director:

(7) Number of participants attending the program:

30 ... 3

(8) Age Range (indicate the number attending in each age category below):

100% 25-35 years ____	0.0% 19-24 years ____	0.0% 55 years & up ____
0.0% 6-12 years ____	0.0% 0-5 years ____	0.0% No Answer
0.0% 13-18 years ____	0.0% 36-54 years ____	

(9) Sex (indicate the number attending in each category below):

33 % Male ____	67 % Female ____	0.0% No Answer

(10) Total number of persons in program having disabilities:

0 ... none

(11) List types of disabilities (if known):

No written replies.

(12) Total number of times this program was conducted:

5 ... six

(13) Number of volunteers assisting with program:

15 ... 3

(14) Number of staff assisting with program:

2 ... 5

(15) Is this number of staff sufficient?

100% Yes 0.0% No 0.0% No Answer

(16) If no, state why and how much staff is needed:

No written replies.

(17) Is staff knowledgeable or adequately trained to implement program?

100% Yes 0.0% No 0.0% No Answer

(18) Is staff organized and well-prepared when conducting program?

100% Yes 0.0% No 0.0% No Answer

(19) Is an adequate supply of equipment and/or materials present at program?

100% Yes 0.0% No 0.0% No Answer

(20) If no, state what kind and amount of equipment and/or materials needed:

No written replies.

(21) Are materials easy to read and use?

100% Yes 0.0% No 0.0% No Answer

(22) Is an adequate amount of space present to conduct program?

100% Yes 0.0% No 0.0% No Answer

(23) If no, state how much more space is needed:

No written replies.

(24) Is the program making the best use of the allotted resources? (materials, equipment, facilities, staff and funds)

100% Yes	0.0% Uncertain	0.0% No	0.0% No Answer

PLEASE CONTINUE ON REVERSE SIDE

(25) Is enough time given to conduct the program (i.e., length of program time):

100% Yes	0.0% No	0.0% No Answer

(26) Program Class/Session Size:

50.0% Adequate	0.0% Too Small	0.0% Too Large	50.0% No Answer

(27) Were the tasks/activities within the program properly selected, delivered, evaluated and modified to meet participants needs?

50.0% Yes	0.0% Uncertain	0.0% No	50.0% No Answer

(28) If no, what changes should occur in the program:

No written replies.

(29) Is the program suited to the population for which it is designed?

100% Yes	0.0% No	0.0% No Answer

(30) If no, how should the program change:

No written replies.

(31) Overall rating of the program:

100% Excellent	0.0% Fair	0.0% No Answer
0.0% Good	0.0% Poor	

(32) Suggestions for improvement of program:

most responds appear to be "We need Follow-up".

Thank you for completing this form.

Mike Dimpos Spy

Agency Name: EIC KART RACING

ACTIVITY/TASK ANALYSIS INVENTORY

Name of Activity: Go-Cart

Location of Activity: MAHAMA SEASIDE CIRCUIT

(i.e., classroom, park, playground, rec. room, gym, field, pool, etc.)

Materials Required (if any): HELMET, CAP, GLOVES, SHOES, PANTS & RAIN COAT (if raining)

Objective of Activity: TO TEACH THE CUSTOMER HOW TO DRIVE A KART IN A SMOOTH & SAFER WAY

Directions: Below, give a step-by-step breakdown of the basic and vital skills a nondisabled person would need in order to participate in the activity. Components of activities will vary, for example, playing pool in a rec. room will have fewer steps than going on an all day field trip to the nature center (i.e., boarding bus, fare for nature center, ordering food for lunch, using restrooms/drinking fountain, etc). ***Use example on the back of this page as a guideline.***

STEPS (Activity Analysis)

1. SIGN THE WAIVER (Customer Agreement form)
2. READ THE RULES & REGULATIONS OF KART RACING
3. WEAR CIRCUIT UNIFORM - CAP, HELMET, GLOVES, PANTS, SHOES & RAINCOAT - IF IT RAINS
4. GO TO THE COURSE STAFF & GIVE THE TICKET & SIT ON THE CART & BE READY FOR BRIEFING
5. HELMET SHIELD DOWN, STEP ON THE BRAKE & START THE ENGINE
6. WAIT FOR THE COURSE STAFF TO GIVE SIGNAL TO GO BY WAVING THE GREEN FLAG
7. DRIVE SMOOTHLY & KEEP KART UNDER CONTROL AT ALL TIMES. NOTE: THE HEAT STARTS ONLY ON THE CIRCUIT CART AT A TIME
8. DO NOT HIT THE CONES & BARRELS & THE NOTCHES CEMENT CURBS AROUND
9. IF YOU GO OFF THE TRACK OR, SPIN OUT OR ENGINE STOPS, DON'T GET OFF THE KART AND STAY THERE. RAISE BOTH HANDS & WAIT FOR THE STAFF TO THE TRACK
10. HELP YOU BACK ON THE TRACK. LISTEN TO THE INSTRUCTIONS GIVEN BY THE STAFF
11. WHEN YOU FINISHED RACING, PULL INTO THE PIT-IN AREA AT A WALKING SPEED OF 5 MPH. THE OFFICIAL WILL BE WAITING TO GUIDE YOU TO PARK THE KART.

STEP ON THE BRAKE

TURN-OFF THE ENGINE AND EXIT THE KART.

BEST COPY AVAILABLE

Please list any generic modifications to this activity for a person having a disability.

Special Adaptations: (Equipment and/or Activity Modifications)

KART RACING IS THE LATEST SPORT/ ENTERTAINMENT IN THE C.N.M.I TODAY. IT IS PLAYED BY INDIVIDUAL PERSON IN A CART W/ A MAXIMUM OF 4 KARTS IN THE RACE. TO ACHIEVE THE MAXIMUM EXCITEMENT as well as ENTERTAINMENT, ANYONE MUST STRICTLY following the rules + regulation of the RACING CIRCUIT SUCH AS: KEEPING THE CART VISION CONTROL at ALL TIMES, RIDE WAY A faster CARTS, ETC. THE RACE IS PLAYED UNDER THE INDOOR RACING RULES for 12 YRS. and above TO JOIN IN THE RACE. THE RACE IS GOOD FOR 8 minutes EACH RACE.

Example of Activity / Task Analysis

Activity Name: Fishing
Activity Location: Bear Creek - Fishing Station
Materials: Bait, Fishing Rod, Line, Hook and Bobber
Activity Objective: To teach fishing techniques to participants.

Steps (Activity Analysis)
1. Put hand in jar and retrieve bait.
2. Place bait on the end of hook.
3. Bait should pierce hook.
4. Cast baited fishing line into water.
5. Keep silent and standing still, focus on bobber floating on surface of water.
6. When bobber disappears beneath the surface, a fish is on the hook.
7. Quickly bend elbow of arm holding fishing rod upward, jerking line and fish out of water.
8. Keeping fish out of water, walk or turn away from water.
9. Extend arm holding fishing rod downward, lowering fish onto ground.
10. Bend knees, lowering body toward ground.
11. Pick up fish with right hand, release hook from fish with left hand.

Special Adaptations: Pulling in a fish may be made into a cooperative skill with two people. As one pulls the fish in, the other may stand nearby with a net in hand. As the fish is raised out of the water, the other person positions the net underneath the fish, catching the fish in the net.

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SECTION V

Results of Agency Evaluation Survey

The two participating agencies supplying agency evaluation results were located on Saipan. Ayuda Network employed only two full-time staffs and Marianas Seaside Circuit employed four full-time staff and two part-time staffs (this is noted on question 55 results). The number of participants enrolled in the programs varied from 150 for Ayuda Network and three for Marianas Seaside Circuit (Note - Marianas Seaside Circuit is open seven days a week and probably has hundreds of participants each year). Each agency has written goals and objectives and all the agencies' goals and objectives were achieved within the year. Both agencies' programs were delivered as planned. There was a 50% split in making changes in the program. Ayuda stated interest in attracting more consumers and family members. Marianas Seaside Circuit stated no changes needed to be made. Both agencies agreed that their policies & procedures were carried out as planned. Ayuda would possibly like some changes in its policies & procedures. Their comment was, "To reflect roles and functions of the corporation." Both agencies' gave similar responses of "no" to changes to cost of programs. Both agencies had participants evaluate their programs. The agencies rated their facilities, equipment and transportation in good working order. Both agreed that: an adequate amount of equipment and /or materials were present for programs, agencies did make best use of allotted resources, and the budget for the next year should increase.

Directors of both agencies' staffs conducted satisfactory services, and were adequately trained to implement the assigned programs. The agencies were satisfied with the advertisement methods used, received excellent referrals from other community agencies, and increased their number of participants in their programs from last year.

The Ayuda Network agency operation was rated in the "excellent" category by staff and director, and the majority of its programs can be adapted/modified to meet the needs of participants with disabilities. Marianas Seaside Circuit gave its agency a rating of "good" by staff members and director. It's state that most of its programs can be adapted/modified to meet the needs of participants with disabilities.

AGENCY EVALUATION SURVEY RESULTS

SUMMARY OF ALL 2 FORMS

(1) Name of Agency:

Ayuda Network, Inc ... Marianas Seaside Circuit

(2) Date:

10/6/95 ... 9/18/95

(3) Location of Agency:

Susupe, Saipan ... Saipan

(4) Agency Supervisor/Director:

(5) Name & title of person completing this form:

(6) Number of Staff:

100% Full-Time 6 0.0% Part-Time 2 0.0% No Answer

(7) Total number of persons enrolled in agency program(s):

150 ... 3

(8) Total number of facilities (buildings, parks, community centers, etc.):

3 ... 4

(9) Total number of transportation vehicles:

0 ... 8

Program

(10) Does agency have written goals & objectives?

100% Yes 0.0% No 0.0% No Answer

(11) If yes, were agency goals and objectives achieved?

100% Yes 0.0% No 0.0% No Answer

(12) If no, what was not achieved?

n/a

(13) Were program(s) delivered as planned?

100% Yes 0.0% No 0.0% No Answer

(14) Should any changes be made in the delivery of programs?

50.0% Yes 50.0% No 0.0% No Answer

(15) If yes, state what changes should be made:

more into comsumers/family members

(16) Were agency policies & procedures carried out as planned?

100% Yes 0.0% Uncertain 0.0% No 0.0% No Answer

(17) If no, state why:

No written replies.

(18) Should some policies & procedures be changed?

0.0% Yes 50.0% No 50.0% No Answer

(19) If yes, state what & why:

maybe, to reflect roles & functions of corp

(20) Did the cost of program(s) come within budget?

50.0% Yes 50.0% No 0.0% No Answer

(21) Should there be changes to cost of program(s)?

0.0% Yes 100% No 0.0% No Answer

(22) If yes, state what changes & why:

No written replies.

(23) Did participants evaluate program(s)?

100% Yes 0.0% No 0.0% No Answer

(24) If yes, what was the overall rating of agency by participants:

50.0% Excellent	0.0% Fair	0.0% No Answer
50.0% Good	0.0% Poor	

PLEASE CONTINUE ON REVERSE SIDE

(25) Can program(s) be adapted/modified to meet the needs of participants with disabilities?

50.0% Yes, All	0.0% Some	0.0% No Answer
50.0% Most	0.0% None	

(26) If known, state what programs should be deleted or added for next year:

It would have to depend on "needs" of clients, family members

Resources

(27) Were facilities in good working order?

100% Yes	0.0% No	0.0% No Answer

(28) If no, what needs to be repaired:

No written replies.

(29) Was equipment in good working order?

100% Yes	0.0% No	0.0% No Answer

(30) If no, what needs to be repaired:

No written replies.

(31) If agency has transportation vehicles, rate their efficiency?

0.0% Excellent	0.0% Fair	50.0% No Answer
50.0% Good	0.0% Poor	

(32) Was an adequate supply of equipment and/or materials present at program(s)?

100% Yes	0.0% No	0.0% No Answer

(33) If no, state what kind and amount of equipment and/or materials was needed:

No written replies.

(34) Was there adequate amount of space to conduct program?

100% Yes 0.0% No 0.0% No Answer

(35) If no, state how much more space is needed:

No written replies.

(36) Did agency make the best use of allotted resources? (materials, equipment, facilities, staff and funds)

100% Yes 0.0% Uncertain 0.0% No 0.0% No Answer

(37) If no, what changes should be made:

No written replies.

(38) For next year the budget should:

100% Increased
0.0% Decreased
0.0% Remain the Same
0.0% No Answer

Staffing

(39) Overall performance of program leaders:

100% Excellent
0.0% Good
0.0% Fair
0.0% Poor
0.0% No Answer

(40) Was the number of staff sufficient to conduct satisfactory services at this agency?

100% Yes 0.0% No 0.0% No Answer

(41) If no, state why and how much staff is needed:

No written replies.

(42) Was staff knowledgeable or adequately trained to implement program(s)?

100% Yes 0.0% No 0.0% No Answer

(43) If no, what type of training is needed:

No written replies.

(44) Was staff organized and well-prepared during the year?

100% Yes 0.0% No 0.0% No Answer

CONTINUE ON NEXT PAGE

(45) If no, what changes should be made:

No written replies.

Public Relations

(46) Was enough advertisement used to attract participants?

100% Yes	0.0% No	0.0% No Answer

(47) If no, how would you change the agency advertisement methods?

No written replies.

(48) What type of advertisement has proven beneficial to the agency this year?

50.0% T.V.	0.0% Radio	0.0% Flyers
50.0% Newspaper	0.0% Brochure	0.0% No Answer

(49) How would you rate referrals of participants from other agencies?

100% Excellent	0.0% Fair	0.0% No Answer
0.0% Good	0.0% Poor	

(50) If poor, how should this be improved?

No written replies.

(51) Has the number of participants increased from last year?

100% Yes	0.0% Uncertain	0.0% No	0.0% No Answer

(52) If yes, is this due to media advertisement, agency referrals, word-of-mouth from participants?

all of the above ... t.v., newspaper, radio and brochure

Overall Agency Evaluation

(53) Overall operation of agency:

50.0% Excellent	0.0% Fair	0.0% No Answer
50.0% Good	0.0% Poor	

(54) Staffs' opinions of agency operations:

50.0% Excellent	0.0% Fair	0.0% No Answer
50.0% Good	0.0% Poor	

(55) Comments about this evaluation:

number of staff - 2 full-time and 0 part-time ... staff - 4 full-time and 2 part-time

SECTION VI

On -Site Survey Results

Rota

Rota Government Offices (Aging Office, Health Center and Arts Council) received an on-site visit October 16, 1995. The Aging Program and Health Center participated in the Short-Questionnaire survey.

The Arts Council - Rota

The Arts Council Director informed the survey project director and CNMI/GDDC program officer about the council's four annual programs. The Island August Exhibit, the first island arts exhibit in Rota, currently held at the public library. This features works of art from elementary school students. The Governor's Art Award, held October 20th, nominates high school students who have contributed a large amount of time and talent to his or her school and community. A first-place prize is presented. In December, the Visiting of Senior Citizens Caroling Program enables seniors to visit homebound clients during one week. The last Friday of the month, caroling businesses for donations take place. The council has an advisory board that oversees grants and other funding. It meets once a month. The council's programs cover the traditional, visual and literary arts, that provides instructions to elementary and high school for all arts divisions. The Arts Council completes monthly reports and annual report (federal government) regarding the progress of programs. The council did not conduct an evaluation on its program this year, but is open to the evaluation process as a way to obtain feedback from participants regarding improvement, changes, or additions in programs.

All the programs that the council offers are open to people having disabilities. The director's main concern is having the exhibits displayed in places that are accessible to people having disabilities (i.e., inaccessible Public Library) and obtaining funding resources to increase staffing and program amenities (equipment and supplies).

Rota Health Center

The Health Center is a medical facility that has a small number of beds for inpatient use, a clinic that has once a week immunizations, well baby program and vocational rehabilitation services. The center has been recently privatized. Nurses conduct assessment of clients' medical needs. The Health Center is currently being renovated possibly to include seven more beds, a small mental health center and additional rooms for conducting educational programs. The Acting Director informed the project director and CNMI/GDDC program officer that the main concerns at the center are obtaining a full-time, permanently present physician and increase the number of physician assistants on staff. She would like to see an observation room for the well baby program, area for people with disabilities, on going educational programs (discussing such topics as diabetic management, information about caring for a disabled person, importance of physical fitness, etc.) and a social worker to advise clients on child abuse or victims of domestic violence. Presently, as indicated on the Short-Questionnaire form, the health center will be receiving designated disabled parking and modification on its toilets. The agency did not conduct an agency evaluation, this is something that can take place in the future after permanent staff is

obtained, after staff becomes more aware of privatization operations and the new building is completed.

Office of Aging - Rota

Rota has one Senior Citizen Center that houses a variety of services. These services consist of: transportation (to and from center to participants homes and other transportation services -errands), health services (monthly visits from Rota Public Health), nutrition program, center recreation program, outreach and employment. All programs provided by the Senior Center are free of charge. Four full-time staff members are employed under the Community & Cultural Affairs Office. Two part-time staffs represent the Governor's Office and four more staff members are representatives from the mayor's office. The staff from the mayor's office assists the participants with activities. The center is open from 7:30 a.m. to 4:30 p.m.five days a week and daily recreational activities begin at 8:30 a.m. and end at 1:00 p.m.. The senior center conducts an intergenerational program where seniors teach children traditional cultural activities. The center services a total of 80 clients with Meals on Wheels Program (able-body center participants and bedridden). The center did not conduct an agency evaluation this past year, but is aware of needs for improvement in the center. These improvements are obtaining 2-way radio communication technology to deliver services more effectively to seniors in villages away from the senior center, modification for bus (wheelchair access), railing around inside of the building and bathroom, other bathroom modifications, counseling with families on various resources (medical, financial and social services), sturdy chairs with armrest and food carrying case (that maintains the optimum heat or cold to assure safety).

Tinian

The Tinian Division of Sports & Recreation and Public School System-Special Education Department participated in on-site visits October 20, 1995. The Special Education Division of the Tinian Public School System responded to the Short-Questionnaire survey.

Division of Sports & Recreation - Tinian

The division of sports & recreation maintains the gymnasium, baseball field and little league field. This division has a staff of 10, six part-time from the mayor's office. The division director informed the project director and CNMI/GDDC program officer that the gymnasium located in San Jose Village conducts sporting activities such as Basketball, Volleyball and Softball (Slow Pitch - Women and Fast Pitch - Men). The sporting events have two age ranges, 16 and up, and children's division. Anyone below the age of 18 is required to complete a consent form. Basketball, Volleyball and Softball are sponsored by businesses and individuals in the community. The division coordinates Summer activities for children, intermural government department sporting events, gym services for the school system and gym services for other community agencies/departments (i.e., Arts Council). Upcoming sporting events and activities being held at the gym are always posted in the gym office.

The division did not conduct an agency evaluation, but is aware of needs for change or improvement. The division is interesting in improving its services in the following ways:

1) provide lighting for baseball field; 2) increase sports for the youth with an increase in youth coaching; 3) obtain more sporting equipment (this includes sports adaptive equipment); 4) increase funds for training staff (include sending staff to workshops and/or conferences off Tinian, and any workshops on accommodating for individuals with disabilities); 5) custodial and maintenance arrangement for the gym, baseball field and little league field; 6) agencies (businesses organizing sporting activities) provide extra assistance and modifications for individuals with disabilities in own groups.

Public School System - Special Education - Tinian

In talking with the special education teacher and coordinator of special education services, presently no IEP (Individual Education Plan) is written with regards to a student requiring "Recreation" as a related service. The majority of students in special education are diagnosed as having learning disabilities and mainstreamed into school sports and recreation activities, also community recreation activities successfully. The system is still in the process of implementing transition plans. Students in special education have an option to participate in vocational education through a special education curriculum or regular education curriculum. These students attend scheduled recreational outings (i.e., barbecue, field trips, etc.) and participate in community civic activities (i.e., beach cleaning). The department did conduct an agency evaluation, as noted on the Short-Questionnaire, but it was not stated if the data was recorded and compiled into a report. It also was not stated if the evaluation was effective in determining discrepancies and success within the department. The evaluation did provide support for changes and changes were made but not specifically stated in the Short-Questionnaire form.

The recommendations stated by teacher and special education coordinator for change and/or improvement of special education services are: 1) to have an additional teacher's aid in the classroom, 2) acquiring the space for a classroom [not housed in the library], 3) purchasing additional computer hardware and software equipment, 4) securing more money for teacher training [attending conferences or workshops off Tinian], 5) improving communications from Central Office to Tinian Office [i.e., especially with upcoming workshops being held on Saipan], 6) continue with eliminating structural barriers on school campus [i.e., installing ramps, TDD machines, widen sidewalks and making bathrooms accessible], 7) obtaining permanent staff on the island, such as sign language interpreter, speech, occupational and physical therapists, 8) improving tracking and location of transition plans between 0 to 3 program and Headstart, Head start and elementary, and elementary and high school, and 9) repairing of air conditioner unit.

Saipan

These agencies in Saipan participated in on-site visits on October 23 - 25, 1995. The agencies were: Women's Affairs Office, Children's Developmental Assistance Center (The Center for Child and Family Guidance), Indigenous Affairs Office, Veteran's Affairs Office, Division of Youth Services, American Memorial Park (National Park Service), Public School System-Special Education, Vocational Rehabilitation, Division of Sports & Recreation, Marianas Visitors Bureau, Division of Parks & Recreation and Headstart Program. The only agency that did not participated in the Short-Questionnaire survey was Vocational Rehabilitation Office.

Women's Affairs Office - Saipan

The Women's Affairs Office, funded through the Community & Cultural Affairs Office, primarily provides referrals to other services providers and technical assistance to community organizations that conduct events or programs beneficial to the needs of women. The full-time staffs of five assist other nonprofit organizations in fundraising efforts (i.e., Activities for Diabetes Month). This office conducts public health educational projects (i.e., Breast Cancer Symposium and promoting other health preventive methods). It obtains employment data from the Department of Labor to assist in employment referrals, and addresses political and social concern of women in Saipan. It has a very active involvement with the Youth Conference and Pearl - Pacific Region Lab for training of teachers. This office is also involved in promoting and organizing recreational activities. These activities consist of: First Lady Easter Egg Hunt, Halloween Activity, and sponsoring softball league for socialization and fitness purposes (it currently has 12 teams, some agency sponsored). The Women's Affairs Office did not conduct an agency evaluation. It is still in the process of developing its own programs. A proposal has been submitted to the National Council of Women regarding the construction of a Women's Center which also is to include a day-care center.

To better insure the progress and implementation of effective programs to women the agency would like to see an increase of employers (five more employees), obtaining more funds for public education and training (health related issues) and updated equipment (computers). The agency is interested in future promotion of government-sponsored education training of local residents to become teachers (degree granting training), housing of day care centers within businesses or governmental agencies and training on health issues.

Children's Developmental Assistance Center - Center for Child and Family Guidance - Saipan

The Children's Developmental Assistance Center conducts the 0-3 program. The cost is free and it is funded through the Department of Public Health and the Public School System. The program currently monitors 40 diagnosed developmentally disabled children and more than 200 high risk children. Home visitations are provided as needed or requested by the parents. Screening is conducted every three months. Referrals for screening are obtained from parents, FHP and the neonatal intensive care unit at the hospital. The agency currently has a director, three administrative assistants, one screener, permanent occupational therapist and teacher, and the physical therapist is borrowed from the hospital. The evaluation and developmental play group are provided at the center. Evaluations on a child can be conducted at home. A child can be referred to the hospital to receive physical therapy treatment sessions. This agency also provides family counseling services, transportation to family for clinic and social service visits and has care-coordinators on Rota and Tinian. The center is implementing Individual Family Service Plans. The family is encouraged to participate in the process of the child's development by participation in the plan (i.e., attending meetings, providing input to plan and attending programs). By law the plan must be reviewed every six months and a new one developed every year.

The center was unable to evaluate its services, but has suggestions on how services could be improved. The director would like to see: a permanent speech therapist staff member, larger space for evaluations, more staff to increase home visit contacts, more vehicles (accessible) to

assist in family transportation to other agencies and serve more children. This center did participate in the Short-Questionnaire Survey (Center for Child & Family Guidance). There is a discrepancy in regards to providing transportation. The short-questionnaire form (see Appendix IV) gave a "No" answer to providing transportation. During our interview, the director of the Children's Developmental Assistance Center informed us that transportation is provided to family members who enroll in their program.

Indigenous Affairs Office - Saipan

The Indigenous Affairs Office participated in the Short-Questionnaire Survey. This office has four full-time staff who indirectly assist other governmental agencies' assist the indigenous people of Saipan. The Indigenous Affairs Office is under the governing Division of Community & Cultural Affairs. This office also sponsors cultural events and assists in referrals to employers; it does not supply direct services to indigenous people.

Indigenous Affairs Office did not conduct an agency evaluation, but appears to be aware of what improvements is needed to better serve its clientele. This office would like to be relocated to a place where the building meets ADA requirements and obtain a TDD machine for its office. In order to serve individuals with physical disabilities, the person would seek services in the first floor of the Community & Cultural Affairs office. The secretary would call the Indigenous Affairs Office and a staff member would come downstairs to the Community & Cultural Affairs office to attend to the person's needs.

Veterans' Affairs Office - Saipan

The Veteran's Affairs Office employs three full-time staffs. It serves approximately 500 veterans and assists in coordinating the Tinian Office with its 60 veterans. This office is housed in the same building as the Indigenous Affairs, and it to has to conduct its services in the first floor of the Community & Cultural Affairs office. This office coordinates the celebrations of Memorial Day & Veterans Day, provides selected home visits (only when a veteran is very ill or without transportation), referrals for medical services, and once-a-year workshops with counselors at Mariana Community College regarding changes in veteran services. The Veteran's Affairs Office is in the process of completing a federal grant, approval of land to develop a Veteran's Cemetery and Park.

The office did not conduct an evaluation on its programs, but is aware of what changes need to be made to improve services to veterans. The first is to be relocated to an accessible building. The second concern is to purchase an accessible vehicle (i e., van) and third is to post a temporary sign about being served in the Community & Cultural Affairs office on the first floor.

Division of Youth Services - Saipan

The Division of Youth Services is a child protection agency that provides counseling, referrals to other agencies and investigates reports of abuse. The majority of its funding is derived from the federal government, this agency works closely with protection and advocacy when persons having disabilities are involved in reports of abuse. It employs four social workers, one foster care person, one secretary, one office personnel and shares a psychologist with Karidat. This division conducts two shelters, one for spouse abuse with the abuser having children and the

second only for children. The children's shelter is beginning to implement a volunteer program, to provide recreation outside of shelter and create a craft program. The division conducted a survey of participants' interest and agency operation evaluation. The results provided information to changing operation procedures, addition of more recreation-based programs and new staff position. The new programs consist of a mentoring project with juvenile delinquents, cultural library-based children's story hour, family encounter session, and teaching survival skills to teens through its teen bound program. A series of volunteer training sessions for the previously listed programs and other programs will be implemented this year.

Through the evaluation process and observation of agency operations, a list of suggestions was developed to assist in improving services to its clientele. These suggestions were: increase staff (approximately five more staffs are needed and social work aid), separate the support services from the investigation service (establishment of two separate units), increase social workers for the support services, obtain a full-time psychologist, increase office space, develop and implement agency policy and procedures, increase money to foster care parents (currently $150 per month), obtain more parent educators, receive access to a legal consultant, acquire an agency housed in close proximity to courthouse and attorney general's office, secure adequate pay for being on-call, and acquire a TDD machine.

American Memorial Park - National Parks Service - Saipan

The American Memorial Park offers selected outdoor recreation services to the public. These services consist of memorial services to honor veterans, picnic area, ballfield, World War II Museum, visiting park's historical sites, harbor, bike paths and other arts or cultural events held at facility by other community or civic organizations. An agency operation evaluation was not conducted, but park personnel are aware of the need to improve its services and further extend accessability to individuals with disabilities (meet ADA requirements). The suggestions stated were: improvements to wetland areas and bike path, a proposal to build a soccer field from the American Memorial Park Trust Fund, interest in building a tropical park area, construct concrete paths from the bike path to the picnic area (two areas), create sidewalk cuts instead of ramps from designated disabled parking area to sidewalk, make a sidewalk to bathrooms from the back of park office building, and continued building path to Carolinian Monument - Bell Tower from bike path.

Public School System - Special Education Services - Saipan

The Special Education Division currently serves 312 children, ages 3-21 (this includes Headstart). The coordinator of Special Education was not able to tell us if a child's IEP or ITP made reference to recreation concerns. A staff member having a background in recreation therapy was recently hired. The coordinator stated that transition plans are not written in the elementary school just talked about, the plans are only written when a child turns 14 years of age. Special Education Services is experiencing some difficultly in identifying students having learning disabilities, due to lack of personnel, diagnostic materials and the cultural differences of I.Q. test. The service has one psychologist and three measurement professionals, all part-time contract basis from Guam. A checklist method of identifying students (Haworth Sheets) for learning disabilities will be implemented in the near future. The Special Education Service currently has no physical

therapist, occupational therapist or speech therapist on contract. The service is using a checklist method to increase the numbers of special education students for funding. This method reports inaccurate data.

The Short-Questionnaire Form was not fully completed by the coordinator, so no information was obtained requiring an agency operations evaluation. During the on-site visit, the coordinator alluded to special education services to improved integration within the school system.

Vocational Rehabilitation - Saipan

Vocational Rehabilitation has three counselors and serves hundreds of clients during the year. Other professional staffs in this agency are Occupational and Physical Therapist contracted from the hospital, a sign language interpreter contracted out of Guam, audiologist on three month rotation and prosthesis technicians. The agency is in the process of contracting with a consultant regarding staffing of clients. All counselors work with general case and supported employment services. One of the three counselors is assigned to clients with severe disabilities. All counselors are also involved in transition planning in the high school, attending I.E.P. meetings and work site programs on all three islands. Vocational Rehabilitation services consist of: career testing, assessment through observation and discussion with family, job site testing, job site training, training with employers about employing people with disabilities, behavioral training - working closely with mental health, discussing options about employment (i.e., self employment) rehabilitation from injury on the job, and determining financial need or assistive technology needs on the job or in post-secondary education. One of the main goals of this agency is for employers to open doors for employees with disabilities.

The agency reports its progress of services annually to the area coordinating agency in Hawaii. Its suggestions for improvement of services include: look into counseling on leisure, evaluation (survey process) clients regarding needs for assistive technology, teaching clients about maintenance of equipment (i.e., wheelchairs, TDD machines, computers, etc.), training Vocational Rehabilitation Personnel about redesign of workplaces, continue to automate assessment data, more accessible vans (transportation to a workplace during the rehabilitation training), making public transportation accessible, continue with staff development for certification of counselors and locate funding resources.

Division of Sports and Recreation - Saipan

The Division of Sports and Recreation is under the Community & Cultural Affairs Office for its budget. Its has a staff of seven, one person designated as the custodial worker. Volunteer officials assist with a variety of sporting events. The purposes of sports and recreation are sports training, sport competition and school use. An annual calendar of events is sent to private and government businesses. The Division of Sports and Recreation monitors amateur sports association councils (i.e., basketball, baseball, soccer, volleyball, etc.). Each association provides equipment for its teams. Individuals register with the sports associations to participate in team competition and the association registers with this division for the use of the gym facility. The facilities in this division are the gymnasium, softball/baseball field, weight room, marital art room, volleyball and basketball courts. The repair and maintenance of village courts are based on entry

fees (for a group) and user fees (individuals). When the director was asked if he noticed persons with disabilities using his facilities, he informed CNMI/GDDC program officer and project director that he had not noticed the special education classes utilizing the gymnasium or any other facility during the past year. He is interested in developing adaptive sports and physical education programs for individuals having disabilities.

The Division of Sports and Recreation did conduct an agency operation evaluation this year, the results were compiled into a report and some changes were made as stated on the Short-Questionnaire survey form. The director would like to see more changes take place such as: make the gymnasium accessible - rails in bathroom, accessible showers, accessible lockers, new door knobs, level entrances, and maneuvering furniture and equipment for wheelchair access; increasing public school system - special education program involvement of children in sports activities; render sports programs for the aging; obtaining assistance from adaptive physical education professional regarding accommodating persons having disabilities and implementing sports activities for senior citizens.

During the site visit to the gymnasium, the CNMI/GDDC program officer and project director noticed a number of safety concerns; the buckling and cracking of the gym floor, hole in the wall directly behind electrical sockets, rust build up on lockers, a large hole in the ceiling of the women's bathroom, water leaking from the roof, and frayed carpet in the weight room. It is very possible that an injury could occur to a person due to the previously listed hazards located in the gymnasium. It is recommended that these matters be correctly immediately.

Marianas Visitors Bureau - Saipan

The Marianas Visitors Bureau is an agency that promotes the Northern Mariana Islands. It has a number of tourist sites that are maintain by the bureau through tax fees from the hotels. Some of these sites are historical in nature, beach fronts of hotels, Sugar King Park, most World War II monuments and monuments constructed with funds from the people of Japan to commemorate those who died during WWII. This agency also implements special events to attract visitors to the islands. The bureau's policy making board regularly evaluates the agency's programs and operations, then recommendations of changes are made based on the evaluation.

The Visitors Bureau is interested in improving its services, especially serving the need of tourists who have disabilities. Concerns are accommodating people with physical or sensory disabilities where the site is inaccessible. Recommendations given were: look into labeling the trail with a grade sign, and dispense an audio tape or picture of the site. This agency would like more tour companies to have accessible tour vans (i.e., PDI is purchasing four new accessible buses). More of its advisements for improvement of services are to further develop the infrastructure of the Northern Mariana Islands and market to disabled travelers. The Visitors Bureau in the future may want to consults with area business about improvement of the aesthetic look of business (i.e., limiting paper signs used for sale advertisement and periodic painting of buildings).

Division of Parks & Recreation - Saipan

The main duties of the Division of Parks & Recreation (budgeted under Community & Cultural Affairs Office) are overall maintenance of beach parks, basketball courts,

softball/baseball fields, tennis courts and government building grounds. This division does not conduct or promote any type of recreational activity. Unable to interview the division director, the site supervisor informed us about areas that are inaccessible for those having physical disabilities. He pointed out that Civic Park in Susupe has no accessible path to its tennis or basketball courts. It also requires an accessible pathway to beach. Susupe Beach Park needs an accessible sidewalk aside of its loading roadway leading up to the entrance path. Kilili Beach Park, Round House, Neighborhood Park in Susupe requires accessible pathways to picnic areas. The softball field in Kobleville lacks accessible parking. Central Park in Garapan recently received designated parking for the disabled. The division currently has no risk management plan. All facilities and outdoor areas should be evaluated regarding potential hazardous situations (i.e., exposure of large roots up from the grounds, labeling swimming areas that are not manned by lifeguards, etc.).

The division did not conduct an agency operations evaluation this year, but appears to be aware of necessities to make this division function more efficiently. These necessities consist of: 1) funding, especially for more staff, playground development within the new homesite and maintenance of recreation facilities; 2) make more facilities and outdoor areas accessible to people with disabilities (i.e., restrooms, barbecue pits/grills and pathways to beach); 3) work with Protection and Advocacy or Developmental Disabilities Council for assistance in adhering to ADA recommendations.

Headstart Program - Saipan

This Headstart Program operates 12 classroom centers (including one on Rota and one on Tinian). The program received funds to serve 10% of its overall population (i.e., 10% of 559 children). It presently has a total of 32 children with disabilities on all three islands. Part of this agency's goals is to increase the available resources in identifying children with disabilities. Presently referrals come from the hospital, physicans and Children's Developmental Assistance center. Referrals have increased every year. The Headstart Program educates the public about educational needs of children, writes Individual Education Plans (I.E.P.), evaluates children and conducts home visits. This agency is in the process of writing Transition Plans from Headstart to Elementary School.

Headstart did conduct an agency operation evaluation, data was recorded into a report and changes were made to improve agency services. The acting director pointed out other changes that are essential to deliver effective services. These are: having a permanent staff of physical therapist, occupational therapist, speech therapist and evaluation disabled coordinator aid; a trainer to observe a disabled child in class and provide accommodations and modifications of service; legal representation for Headstart (usually contacts protection & advocacy); refocus goals of the program to Federal Guidelines; contract for maintenance of playground area (currently parents volunteer in cleaning up playground area); placement of more disability's coordinator in centers; acquiring a budget for assistive and adaptive equipment; consult with nutritionist or dietician to obtain special diets for children and quicker expedition in acquiring equipment (i.e., receiving equipment to implement services within the school year for the child).

SECTION VII

RECOMMENDATIONS

Questionnaire Survey Results

The concern community members with disabilities have regarding community recreation services is that they did not know if their recreation interests were provided within an agency or department in their district. Community recreation service providers need to increase the viability of their programs to the public. Distribute brochures and/or flyers listing recreation activities to community social service agencies; advertise more in the newspapers, on radio or on television (make reference in the advertisement to "inclusive programming" - able to serve people with special needs). Agencies could post an activity list in the public library, schools and grocery stores. Program leaders encourage participants to tell their family and friends about the benefits of the recreation activities held in the community. Agencies who serve have a large clientele of people with disabilities should hole periodic workshops for clients on leisure opportunities, invite guest speakers from a community recreation agency to talk with the clients about what's available in the community (i.e., mention free and low cost recreation activities).

Community members with disabilities stated they would increase their participation in community recreation activities if services were more accommodating to their needs. Due to the fact that the majority of the respondents had psychiatric disabilities, accommodations in the previous sentence may not mean physical accessibility, but program accessibility (i.e., get more staff and/or volunteers who understand people with disabilities to act as helpers, coaches, etc.; supply extra instruction as needed, and modify tasks involved in program sessions). Community members also stated they would like to see an increase in sporting events (i.e., running/walking activities, track and field, football, baseball, hockey, wrestling, soccer, camping and fishing). If agencies presently have these activities, this information needs to be communicated to those in the community that have disabilities or look into adding some of these sporting events to agencies' schedule.

Areas of transportation and financial assistance require addressing. These areas affect the consistency at which someone with a disability can participate in community recreation programs. Results from the Short-Questionnaire survey indicate that approximately 44% of the agencies provided transportation and the same percentage provided no cost for transportation service. The other 51.9% may want to explore ways to increase the attendance of people with disabilities to their program (i.e., network with agencies having transportation, develop car pooling service or purchase accessible vehicles). Over half the agencies replied that they did not provide assistance or decrease in costs to certain participants (i.e., elderly, disabled or financially needed), this maybe due to many reasons, none of which are listed in this study. A few ways to increase attendance at programs for lower cost is: to conduct some fundraising events and set aside those funds for those in financial need; utilize a rotation method of reducing cost on events and programs (for example, last season the art exhibit was $2.00 for adults and $1.00 for children, this year reduces to half price for adults and children, or just make children free.); or offer a series of free programs, sponsored in part or whole by other private or public community agencies. Financial concerns can also be addressed during an individual session or workshop on "Managing Personal Finances"

with persons having disabilities directed by a social service or community-based agency. Leisure is a category that should be present in one's personal budget, therefore, learning to become more effective in managing one's money present opportunities to participate in the recreational activities of one's choice.

Community members with disabilities are interested in seeing a person with a disability sit on a community recreation advisory board. Agencies should be open to practicing equal opportunity when it comes to appointing members to advisory boards. The best way to improve an agency's services to people with disabilities is to seek advice from a person with a disability. Having someone with a disability on an agency's board would assist in improving service and increasing public relations with community members having disabilities.

A low percentage of agencies in the survey (33.3%) conducted program and/or agency operation evaluations. Agencies need to conduct evaluations on an annual basis to determine if program and agency operations are efficient. There should be three phrases of evaluation: 1) Participant Evaluation, 2) Program Evaluation (by staff) and 3) Agency Evaluation (by agency director). The evaluation process begins with having the participants evaluate the program(s) first. The Program Evaluation is usually completed by the staff member implementing the program or by another staff member observing the program. This evaluation is completed at the end of the program. The Agency Evaluation, the last phrase of the evaluation process, is held at years' end and this date is determined by the agency. This evaluation must contain the results from participant and program evaluation. The results obtained from the agency evaluation should be compiled into a report and the report should be made available to agency staff members and advisory board members.

On-Site Survey Results

All of the agencies, with an exception of the Marianas Visitors Bureau, require major increases in operational budgets in order to serve the public more efficiently. Money is needed to obtain more staff, purchase supplies and equipment, implement new programs and expand services.

Rota

Recommendations for Rota Agencies are:

1) to enact fundraising measures
2) to make public facilities more physically accessible (i.e., public library, senior center - inside, etc.)
3) to secure full-time, permanent health care personnel (i.e., physicians, counselors, therapist - occupational, speech & physical; health educator and social worker)
4) to acquire equipment such as accessible vehicles, communication technology, adequate furniture and food transportation containers
5) to conduct educational workshops for caregivers of persons with disabilities.

Tinian

Recommendations for Tinian Agencies are:

1) to increase youth sports programs and athletic equipment
2) to obtain permanent staff - custodial, maintenance, sign language interpreter, speech, occupational and physical therapists
3) to acquire funds for staff training (send staff to off island conferences/workshops)
4) to continue eliminating structural barriers (i.e., public school and community)
5) to develop and implement a proper facility maintenance plan (Division Sports & Recreation)
6) to implement an effective transition plan & transition curriculum for students in 0 to 3 through post-secondary education in public school system

Saipan

Recommendations for Saipan Agencies are:

1) to obtain full-time permanent staff of recreation, occupational, speech and physical therapists in each agency that requires these services
2) to increase employee training about disabilities, especially in ADA issues
3) to improve physical accessibility to outdoor recreation areas (parks, courts and beaches)
4) to improve communications between agencies (i.e., Public School System and Division of Sports and Recreation - having special education students utilized more community recreation facilities)
5) to implement effective Individual Education Plans and Individual Transition Plans, which also means carrying out plans effectively (i.e., if plans require a student to receive speech therapy three times a week, the student must receive speech therapy three times a week)
6) to provide more assistance to private (commercial) recreation agencies in dealing with people having disabilities and to make their services more accessible (i.e., physical & program)
7) to have public businesses (i.e., Veteran's Affairs, Indigenous Affairs and Marianas Visitors Bureau) entrance become accessible, meaning, move to the first floor in same building or new building, or install an elevator in building.
8) to develop risk management plans for community recreation facilities (i.e., hazards of a leaky roof, buckling floor, unmanned swimming areas, exposed tree roots, etc.)
9) to implement more sports activities for those with disabilities and advertise the agency's ability and willingness to serve people with disabilities
10) to conduct an agency evaluation plan on a yearly basis and advocate for increase in money and staff to effectively carry out present program(s)

What appears to be a continuous area of concern on all three islands is the inability to keep health care personnel on a yearly basis. A suggestion is to create a program where local inhabitants on the islands receive funds for post-secondary education in the areas of nursing, recreation, speech pathology, occupational therapy, physical therapy and teacher certification. A contact can be required that after the individual receives his or her training, the person must work

on CNMI for a period of years. The second suggestion could be to develop a curriculum at Northern Mariana Community College for teacher training, speech pathology, occupational therapy, special education, recreation and physical therapy. Professionals can be recruited to teach the curriculum at the same time utilizing some of the social service agencies as training/practicum facilities so students can acquire experience and the agencies are receiving assistance from soon-to-be professionals in the field.

The next major area of concern is the acquisition of funds to maintain, improve or increase services and programs in community (private, public and nonprofit) agencies. There are plenty of funds, whether it is federal or private money that can be secured by CNMI. The problem is that many of these foundations, companies and agencies (especially when large money is involved $200,000 and more) require that a post-secondary entity or medical research center become involved. It is recommended that the community college develop some kind of grant housing center, because it will be easier for agencies in CNMI to complete for funds when the agency has the backing of a post-secondary institution.

Throughout the on-site survey process the CNMI/GDDC program officer and survey project director met many people who are interested in advocating for the improvement of services and programs within their agencies. There was (and still is) a genuine caring for the people these agencies serve. The recommendation is for those directors, supervisors and staffs to continue advocating and provide justification as to why more money and staff is needed for your program to run sufficiently.

SECTION VIII

APPENDIX I

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
GOVERNOR'S DEVELOPMENTAL DISABILITIES COUNCIL
P.O. Box 2565, Saipan, MP 96950
Telephone: (670) 322-3014 (Voice/TDD)
(670) 322-3015 (Voice)
Facsimile: (670) 322-4168

Dear Agency Director:

Your agency has been selected to participate in an island wide Needs Assessment Survey sponsored by the Governor's Developmental Disabilities Council. We would like you or someone in your agency who is familiar with the operations and delivery of agency service to complete this short questionnaire form. The form asks questions about agency services, accommodating people with disabilities, surveying immediate community population about their recreation needs and agency evaluation of operation/services. After the questionnaire is filled out and a brochure and/or schedule of activities is attached to questionnaire form, please forward all material to:

Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950

The information you provide on this form will assist us in creating a uniformed Needs Assessment Survey Instrument. Your input is greatly appreciated. If you have any questions or suggestions about this questionnaire or the Needs Assessment Survey Process contact Thomas J. Camacho. Mr. Camacho and Lorraine Peniston will do their best to answer all of your questions in a timely manner.

Sincerely,

Lorraine C. Peniston, Ph.D., CTRS
Survey Proposal Director.

Short-Questionnaire Form for Needs Assessment Survey Project

(1) Agency Name: _____ (2) Date: _____

(3) Agency Director: _____

(4) If other than director, name and title of person completing this form: _____

_____

(5) Agency Address, Telephone & Fax Number: _____

_____

(6) Type of Agency:

❑Federal ❑Private ❑Non-Profit
❑State ❑Public-Not Government ❑Social Service
❑Local/Community ❑Commercial
❑Other: _____

(7) List type of services/programs the agency provides and/or staple agency program brochure/ schedule of activities to this form:

_____

_____

(8) Can all the services/programs listed above or on the program brochure/ schedule of activities accommodate persons with disabilities? . . . . . ❑Yes ❑No

(9) If no, list names of services/programs the agency is unable to modify for persons with disabilities:

_____

(10) Average number of participants the agency serves during the year: . . . . . ☐

(11) Is there assistance or decrease in costs given to certain participants (elderly, disabled, financial needy? . . . . . ❑Yes ❑No

(12) Is transportation to agency provided for participants? . . . . . ❑Yes ❑No

(13) If yes, is there a cost for transportation? . . . . . ❑Yes ❑No

(14) Is an individual assessment conducted on each participant (to determine ability to participate in activities)? . . . . . ❑Yes ❑No

(15) Do all participants need to fill out a registration form? . . . . . ❑Yes ❑No

(16) Does the agency have an advisory board? . . . . . ❑Yes ❑No

(17) If yes, does the board contain persons with disabilities? . . . . . ❑Yes ❑Uncertain ❑No

(18) Was a survey ever conducted on the recreation needs of community members by this agency? . . . . . ❑Yes ❑Uncertain ❑No

If yes, continue with the next questions. If no, go to question 21.

PLEASE CONTINUE ON REVERSE

(19) If yes, what method was used:

❑Mailed Paper Form ❑Personal Interview ❑Telephone Survey
❑Other: _____

(20) Were results from the survey used in determining program design and delivery of services? . . . . . ❑Yes ❑Uncertain ❑No

(21) Was a program and/or agency operation evaluation conducted within the year? . . ❑Yes ❑No

If yes, continue with the next questions. If no, go to question 26.

(22) If yes, was the data recorded and compiled into a report? . . . . . ❑Yes ❑No

(23) Was the program and/or agency operation evaluation effective in determining discrepencies and success within the program/agency? . . . . . ❑Yes ❑No

(24) Did the agency make changes based on the evaluation? . . . . . ❑Yes ❑No

(25) If yes, what were the changes? _____

_____

(26) Would you like to see the agency evaluation process and/or evaluation forms improved? . . . . . ❑Yes ❑No

(27) If yes, please provide some suggestions: _____

_____

Thank you for your time. Please forward this questionnaire to:
Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950.

DEADLINE FOR DEVELOPMENTAL DISABILITIES COUNCIL OFFICE TO RECEIVE THIS QUESTIONNAIRE IS TWO-WEEKS FROM THE DATE YOUR AGENCY RECEIVED IT.

** If community survey, individual assessment and/or program agency evaluation was conducted please attach the form(s) to this questionnaire.

APPENDIX II

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
GOVERNOR'S DEVELOPMENTAL DISABILITIES COUNCIL
P.O. Box 2565, Saipan, MP 96950
Telephone: (670) 322-3014 (Voice/TDD)
(670) 322-3015 (Voice)
Facsimile: (670) 322-4168

Dear Community Member:

You have been selected to participate in an island wide Needs Assessment Survey sponsored by the Governor's Developmental Disabilities Council. We would like you to complete this short survey form. The form asks questions about community recreation activities and programs, accommodating people with disabilities, your recreation interest , and how community recreation services can be improved for persons with disabilities. The information you provide on this form will assist us in creating a uniformed Needs Assessment Survey Instrument for community recreation agencies. Your input is greatly appreciated. After the questionnaire is filled out, please forward all material to:

Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950

If you have any questions or suggestions about this questionnaire or the Needs Assessment Survey Process contact Thomas J. Camacho. Mr. Camacho and Lorraine Peniston will do their best to answer all of your questions in a timely manner.

Sincerely,

Lorraine C. Peniston, Ph.D., CTRS
Survey Proposal Director

Population Needs Assessment Survey

(1) Name: _____ (2) Date: _____

(3) Address: _____

(4) Island and District Location: _____

(5) Disability: _____

(6) Are you familiar with the kinds of recreational activities and programs available in your district? . . . . . ❑Yes ❑No

(7) If not familiar, would you like to find out more about recreational activities and programs available in your district? . . . . . ❑Yes ❑No

(8) If familiar, do you participate in some of these recreational activities and programs? . . . . . ❑Yes ❑No

(9) If no, state why you do not participate in community recreation activities and programs. If yes, please list what community recreation activities and programs you are involved in:

_____

_____

(10) Would you increase your participation in community recreation activities and programs if the services provided were more accommodating to your needs (disability)? . . . . . ❑Yes ❑No

(11) Please list some of your recreational interest: _____

_____

(12) Are the recreation interests listed above provided within an agency or department in your district?

❑Yes, All ❑Most ❑Some ❑None ❑Don't Know

(13) Do you need to go outside of your district to participate in the above listed recreational interests?

❑Always ❑Most of the Times ❑Sometimes ❑Never

(14) If marked Always or Most of the Times, do you find this an inconvenience? . . . ❑Yes ❑No

(15) Would you like to see a larger variety of recreation activities and programs provided within your district for persons with disabilities? . . . . . ❑Yes ❑No

(16) If yes, what kinds of activities would you like to see? List them: _____

_____

(17) What activity would you like to participate in, but due to your disability and/or community recreation services, you have not attempted to try this activity? .

(18) Does your financial situation prevent you from participating in community recreation activities and programs of your choice?

❑Always ❑Most of the Times ❑Sometimes ❑Never

PLEASE CONTINUE ON REVERSE SIDE

(19) Does transportation prevent you from participating in community recreation activities and programs of your choice?

❑Always ❑Most of the Times ❑Sometimes ❑Never

(20) Does program accessibility (special equipment, staff knowledge of disabilities, extra assistance, number of available accessible program sessions, etc.) prevent you from participating in the community recreation program of choice?

❑Always ❑Most of the Times ❑Sometimes ❑Never

(21) Does facility access (steps, small rooms, unreachable equipment, etc.) prevent you from participating in community recreation activities and programs of your choice?

❑Always ❑Most of the Times ❑Sometimes ❑Never

(22) Please list some suggestions on how community recreation agencies can best accommodate persons in their programs who have disabilities:

_____

_____

(23) Would you be interested in seeing persons with disabilities on community recreation advisory boards? . . . . . ❑Yes ❑No

(24) Would you be interested in volunteering to become a member of a community recreation advisory board? . . . . . ❑Yes ❑No

Thank you for your time. Please forward this survey to:
Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950

DEADLINE FOR DEVELOPMENTAL DISABILITIES COUNCIL OFFICE TO RECEIVE THIS COMPLETED SURVEY IS TWO-WEEKS FROM THE DATE YOU RECEIVED IT.

APPENDIX III

POPULATION NEEDS ASSESSMENT
SURVEY RESULTS

SUMMARY OF ALL 35 FORMS

(1) Name:

[8] none

(2) Date:

[9] 7/10/95 ... [9] 7/13/95 ... [4] 7/18/95 ... [3] 7/17/95 ... [3] 7/14/95 ... [3] 7/7/95 ... 7/19/95 ... 7/8/95 ... 7/11/95 ... 7/16/95

(3) Address:

Chalan, Lau Lau ... Caller box AAA-1049 Susupe

(4) Island and District Location:

[4] Saipan ... [3] Saipan, Dan Dan ... [3] Rota ... [3] Saipan, chalan ... [2] Saipan, Tanapag ... Susupe Lake ... Saipan, Papago ... Saipan, CK #4 ... Saipan, Lower Navy Hill ... Saipan, Homestead ... Saipan, Garapan ... Saipan, As Perdido ... Saipan, Kobler Vill. ... Saipan, Koblervile #6 ... Saipan, Chala Kanoa ... China Town ... Saipan, As Lito ... Saipan, Chalan Kanoa ... Saipan, Marpi Area ... Saipan, San Jose ... Saipan, Kableville ... Saipan, Kagman ... Saipan, Marpi ... Saipan, Chalan Lau Lau ... Saipan, Dandan

(5) Disability:

[6] Schizophrenia ... [5] Hearing Impairment ... [2] did not state ... did not list ... Heart Condition ... Alcoholism ... Sp. Education Student ... Sight & Hearing impairment ... Schizo Affective (Mental Illness) ... Develop. Disabled ... Learning Disability ... Asthma ... Mental Develop. Dis and Kidney Problems ... Cerebral Palsy ... Hearing & Speech impairment ... Diabetic ... Paralized ... Visual impairment ... Seizure Disorder ... Obesity ... Amputation/Ortho ... Amputation - below (L) knee

(6) Are you familiar with the kinds of recreational activities and programs available in your district?

31.4% Yes 68.6% No 0.0% No Answer

(7) If not familiar, would you like to find out more about recreational activities and programs available in your district?

62.9% Yes 14.3% No 22.9% No Answer

(8) If familiar, do you participate in some of these recreational activities and programs?

20.0% Yes 45.7% No 34.3% No Answer

(9) If no, state why you do not participate in community recreation activities and programs. If yes, please list what community recreation activities and programs you are involved in:

very difficult to be involved (bed ridden) ... Because I need my brother or sister to go with me ... We don't have our own district, sharing with other district. Preferred to have children's playgrounds as well as for the disabled. ... Because we don't have any of the recreation activities in my community. ... Busy ... None, because in my community, I've never hear of such recreation activities going. ... I don't if there is any activities ... No, because there is none. ... no comment ... No, because I'm sick. ... I wasn't sure if I was to participate in any activities, didn't know about recreation activities. ... I don't have the capability to work or to participate in any programs ... Yes, anything ... No, because most of the time I was sick and don't feel well. ... Yes, Beach, Hotel Pool, Walking, Fishing ... Basketball (sport) ... No, involvement much on other community matters ... No, not inform of any activities ... Yes, helping in preparation for the santa remedio fiesta cooking ... No, I don't join these activities,because I only wath them from the television. ... No, because of my disability

(10) Would you increase your participation in community recreation activities and programs if the services provided were more accommodating to your needs (disability)?

80.0% Yes	17.1% No	2.9% No Answer

(11) Please list some of your recreational interest:

[2] Basketball games ... Basketball, Baseball and Volleyball ... Gathering with other children ... swimming and exercise ... did not state ... summer fun programs ... Bowling ... volleyball and Baseball ... Basketball, Volleyball, Bowling ... Basketball ... Dancing, Swimming ... Soccer, Baseball, Tennis ... Dancing ... Swimming, Bicycling and tumbling. ... Anything ... activities to promote self-care ... Baseball and Fishing ... Baseball, Softball, Football ... Softball, Bingo, Dancing, Joining the Band and Volleyball ... ? ... Scuba Diving, fishing & Hiking ... None at this time ... Baseball ... sports ...)Farming (raising crops and animals) ... Baseball, Volleyball (sports)

(12) Are the recreation interests listed above provided within an agency or department in your district?

60.0% Don't Know	8.6% Most	2.9% Some
20.0% None	8.6% Yes, All	0.0% No Answer

(13) Do you need to go outside of your district to participate in the above listed recreational interests?

54.3% Sometimes	11.4% Most of the Times	2.9% No Answer
25.7% Never	5.7% Always	

(14) If marked Always or Most of the Times, do you find this an inconvenience?

11.4% Yes	14.3% No	74.3% No Answer

(15) Would you like to see a larger variety of recreation activities and programs provided within your district for persons with disabilities?

91.4% Yes 8.6% No 0.0% No Answer

(16) If yes, what kinds of activities would you like to see? List them:

Not quite sure what type of activity ... All kinds of activities that can be provided. ... Anything they can show me. ... Running/Walking or other suitable activities for the disabled. ... what ever program that's provided to my community. ... summer fun programs ... no particular ... I really want to answer, but the problem in our village is that we don't have the place for activities. ... Social clubs/Organization for people w/disabilities. ... Track & Field ... Football, Baseball ... Soccerball field, tennis court, football field, swimming pool ... Stick Dancing ... Hockey ... Any activities that is part of recreation ... Swimming, bicycling and tumbling. ... Swimming ... academic and creative ... Wrestling ... Football, Fishing, Soccer ... Bingo, Cards ... Fireworks, more stores ... Any ... Baseball field (for baseball game) ... Need research and time ... Dancing, Arts ... Help individuals to start activities ... Upward Bound, Camp in the Jungle, How to cross the water (using rope). ... Sports and programs like private sectors to help people with amputation

(17) What activity would you like to participate in, but due to your disability and/or community recreation services, you have not attempted to try this activity?

[2] Baseball ... [2] none ... don't know ... no comment made ... aerobics ... Martial Arts ... Bowling ... 3 Wheel Biking ... swimming with extra assistance ... Fishing ... Bingo ... Sky-Diving ... cooking ... undecided ... cashier

(18) Does your financial situation prevent you from participating in community recreation activities and programs of your choice?

54.3% Sometimes 8.6% Most of the Times 2.9% No Answer
31.4% Never 2.9% Always

PLEASE CONTINUE ON REVERSE SIDE

(19) Does transportation prevent you from participating in community recreation activities and programs of your choice?

48.6% Sometimes 14.3% Always 0.0% No Answer
25.7% Never 11.4% Most of the Times

(20) Does program accessibility (special equipment, staff knowledge of disabilities, extra assistance, number of available accessible program sessions, etc.) prevent you from participating in the community recreation program of choice?

57.1% Sometimes 14.3% Most of the Times 0.0% No Answer
22.9% Never 5.7% Always

(21) Does facility access (steps, small rooms, unreachable equipment, etc.) prevent you from participating in community recreation activities and programs of your choice?

51.4% Never	5.7% Most of the Times	0.0% No Answer
37.1% Sometimes	5.7% Always	

(22) Please list some suggestions on how community recreation agencies can best accommodate persons in their programs who have disabilities:

Assist every which way they can provide up to par services to ind. w/disab. ... Provide playground facilities for disabled persons only ... Send notice about what activities are available to us (disabled pop). ... Observing each one of us individually and plan to provide some needs for each one of us disabilities...during activities. ... radio station ... In order for our community to accommodate the above suggestions we need to elect interested officers and advisory board to create place to recreate with activities. ... Get volunteers who understand people w/disabilities to act as helpers, coaches. ... Form a small team that made by disabilities with knowledgeable coach. ... More recreational facilities & equipment in my district or village ... I don't know ... Bus/Transportation availability ... Having club for dancing, teaching things that disabled can do, separate the person that have different kind of disability. ... Increase number of programs ... Try your best to help ... Benefit concerts, off-island conference/workshops ... Develop programs ... To improve community recreation agencies to provide basketball court/baseball field in our district. ... Community recreation for disabilities person ... Home visit and communication (informing) ... The government sectors can help in assisting the sick individual w/manpower. ... Accessible Transportation ... Wheelchair accessiblity, TDD machine and vision/blind education

(23) Would you be interested in seeing persons with disabilities on community recreation advisory boards?

88.6% Yes	11.4% No	0.0% No Answer

(24) Would you be interested in volunteering to become a member of a community recreation advisory board?

62.9% Yes	37.1% No	0.0% No Answer

Thank you for your time. Please forward this survey to:
Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950

DEADLINE FOR DEVELOPMENTAL DISABILITIES COUNCIL OFFICE TO RECEIVE THIS COMPLETED SURVEY IS TWO-WEEKS FROM THE DATE YOU RECEIVED IT.

APPENDIX IV

SHORT-QUESTIONNAIRE SURVEY RESULTS

SUMMARY OF ALL 27 FORMS

(1) Agency Name:

Division of Youth Services ... Saipan Gov. Division of Sports & Recreation ... Women's Affairs ... Public School System ... Northern Mariana College - Upward Bound Program ... Public School System - Tinian ... Marianas Visitors Bureau ... Division of Parks & Recreation ... Wonderful World of Whimsy ... Center for Child & Family Guidance ... Boy Scouting Unit ... Headstart Program ... Sister Remedios Pre-School (ECDC) ... Indigenous Affairs Office ... Pacific Islands Club Hotel ... Saipan Shooting Range ... Marianas Resort Hotel ... Division of Veteran's Affairs ... Karidat Social Services ... Rota Health Center ... Ayuda Network, Inc. ... Rota Aging Program ... Rota Aging Programs/Services ... National Park Service - American Memorial Park ... Carolinian Affairs Office ... Hotel Nikko Saipan ... PSS Physical Education Program

(2) Date:

[4] 6/27/95 ... [3] 7/3/95 ... [2] 7/12/95 ... [2] 6/26/95 ... 7/5/95 ... 6/19/95 ... 6/24/95 ... 7/29/95 ... 7/7/95 ... 7/24/95 ... 7/18/95 ... 7/6/95 ... 7/11/95 ... 6/29/95 ... 7/13/95 ... 6/30/95 ... 7/4/95 ... 7/17/95 ... 7/15/95 ... 8/22/95

(3) Agency Director:

(4) If other than director, name and title of person completing this form:

(5) Agency Address, Telephone & Fax Number:

[2] Saipan ... P.O. Box 2476, Saipan ... P.O. Box 10007 CK, Saipan ... P.O. Box 1370 Ck., Saipan ... NMC P.O. Box 1250 Saipan, MP ... Tinian ... P.O. Box 861, Saipan, MP ... 234-7405, Fax 234-6480 ... P.O. Box 1280 Middle Road, Chalan Lau-Lau, Saipan, MP ... P.O. Box 409 CK. Saipan, MP ... Garapani, Saipain ... 3rd. Fl. Nauru Bldg., Saipan ... P.O. Box 642, Saipan ... P.O. Box 1007, Gov. Office, Saipan ... P.O. Box 2370, Saipan ... P.O. Box 2576, Saipan ... P.O. Box 527, Saipan, MP ... P.O. Box 3416, Saipan, M.P. ... P.O. Box 745, CK, Saipan ... P.O. Box 1249, Rota, MP ... P.O. Box 3019, Saipan, MP ... Rota, MP ... Office on Aging, Sentron Manamko' Luta Rota, MP ... P.O. Box 5198, CHRB, Saipan, MP ... Saipan,

MP ... San Roque P.O. Box 5152 CHRB Saipan, MP

(6) Type of Agency:

44.4% State	11.1% Local/ Community	3.7% Private	0.0% Social Service
14.8% Commercial		0.0% Public-Not Government	0.0% Other
14.8% Non-Profit	11.1% Federal		0.0% No Answer

No written replies.

(7) List type of services/programs the agency provides and/or staple agency program brochure/ schedule of activities to this form:

Services for children, Youth & Families, Victims of Child Abuse or Neglect, Domestic Violence, Delinquest Youths & Emergency Shelters. ... Sports for public, schools, off-island tournaments, aerobics, martial arts, weight training, body building ... Education to children ages birth to 21, primarily ages 6-18 ... Tutoring/counseling/extra-curricular activities (field trips - projects - P.I. C. ... Public Elementary/Jr. High, High School, Headstart Program, Special Education and Early Childhood. ... MVB serves as the promotional arm for the CNMI. We also stage special events to attract visitors to our islands. ... none listed ... Provides wholesome, enjoyable family entertainment ... Skill training (values, survival, leisure) in youth members, so they can be productive citizens. ... Disabilities Services, social services, education, health, parent involvement. ... Teach Pre-School and provide Day Care for 3,4,& 5 year olds. ... Planning Advocacy programs for the Indigeous People ... Resort Hotel for guests from Asian region, Guam & CNMI - Leisure ... Commericial activity involves the provisions of a shooting range for entertainment or sporting purposes. ... Hotel, Golf, Seaside circuit (Go-Kart) & Restaurant ... Assist all veterans both disable and able pertaining to veterans benefits ... MCCAT (Youth Program),Youth Development-Wilderness Expericence, VOCA (Victim of Crime Advocacy, Hotline and Family Services. ... Health Services ... Education/Prevention, Workshops, needs assessment and Collaboration ... Senior Centers, Seniors Employment Program & Nutrition Program. ... Social Services, Meals (sites & delivery) & Employment Service ... Urban Park - No planned activities, other agencies use the park through NPS special use permits. ... Review of Legislations, Maintenance of park & facilities, research, school outreach, community fiestas and social family gatherings. ... Hotel Accommodations, Restaurant Service, Shoppping Arcade, Billard, Piano Bar, Karoake, Pool Facility, Non-Motorized Water Sports, Tennis, Simulated Golf, Diving Instructions, Racketball & Dinner Show ... Interscholastic Sports Programs and Physical Education Programs

(8) Can all the services/programs listed above or on the program brochure/schedule of activities accommodate persons with disabilities?

48.1% Yes	40.7% No	11.1% No Answer

(9) If no, list names of services/programs the agency is unable to modify for persons with disabilities:

All- hearing impaired telephone system (TDD) ... volleyball, softball, basketball, baseball & table tennis ... Office does not provide direct service to the indigenous people. ... Hotel Room bathrooms have a 3" step and narrow door. ... shooting range ... MCCAT Wilderness Program .. . Have- Handicapped Parking and Current taking care of Handicapped toilets ... Bathroom

Facilities & Transportation ... The Sentron Manamko' Luta building and its vehicles are not readily equipped with handicap amenties to provide effective services for persons with disabilites. . ... Tenant Operated Activities: Diving Instructions ... Most sports programs, however it can be implemented into curriculum

(10) Average number of participants the agency serves during the year:

700 ... 800-1000 ... 300 ... 9,000 ... 52 ... 600-700 students ... Data Not Available ... unknown ... 200 ... 19 ... 230 ... 0 ... 5,000 ... 72 ... 2,075 ... 20 ... n\a ... 105 ... 75 ... Varies ... 10, 000

(11) Is there assistance or decrease in costs given to certain participants (elderly, disabled, financial needy?

37.0% Yes 63.0% No 0.0% No Answer

(12) Is transportation to agency provided for participants?

44.4% Yes 55.6% No 0.0% No Answer

(13) If yes, is there a cost for transportation?

3.7% Yes 44.4% No 51.9% No Answer

(14) Is an individual assessment conducted on each participant (to determine ability to participate in activities)?

40.7% Yes 59.3% No 0.0% No Answer

(15) Do all participants need to fill out a registration form?

63.0% Yes 37.0% No 0.0% No Answer

(16) Does the agency have an advisory board?

40.7% Yes 59.3% No 0.0% No Answer

(17) If yes, does the board contain persons with disabilities?

0.0% Yes 25.9% Uncertain 18.5% No 55.6% No Answer

(18) Was a survey ever conducted on the recreation needs of community members by this agency?

11.1% Yes 33.3% Uncertain 51.9% No 3.7% No Answer

If yes, continue with the next questions. If no, go to question 21.

PLEASE CONTINUE ON REVERSE

(19) If yes, what method was used:

7.4% Mailed Paper Form	0.0% Telephone Survey	92.6% No Answer
0.0% Personal Interview	0.0% Other	

No written replies.

(20) Were results from the survey used in determining program design and delivery of services?

7.4% Yes	3.7% Uncertain	0.0% No	88.9% No Answer

(21) Was a program and/or agency operation evaluation conducted within the year?

33.3% Yes	55.6% No	11.1% No Answer

If yes, continue with the next questions. If no, go to question 26.

(22) If yes, was the data recorded and compiled into a report?

29.6% Yes	3.7% No	66.7% No Answer

(23) Was the program and/or agency operation evaluation effective in determining discrepencies and success within the program/agency?

33.3% Yes	0.0% No	66.7% No Answer

(24) Did the agency make changes based on the evaluation?

33.3% Yes	0.0% No	66.7% No Answer

(25) If yes, what were the changes?

On going changes happening now. Staffing- new positions are directed toward meeting the goals of the State plan on Children & Families. ... Standards & Age-Categories ... Federal Regulations/ Institution Policies ... Youth members to better achieve the aims of scouting and cost saving measures. ... Improve 10% enrollment of Headstart Children with Disabilities ... Prices, Program & Food Menu. ... Personnel assignments, administrative responsiblities and resource allocation.

(26) Would you like to see the agency evaluation process and/or evaluation forms improved?

51.9% Yes	18.5% No	29.6% No Answer

(27) If yes, please provide some suggestions:

Evaluation process workshops with other agencies - social, educational, health & Legal. ... How can we provide programs for all disabled persons ... To comply with the regulations and other requirements of the development disabilities council procedures. ... I want an assessment of available resources which could be use for people with disabilities. ... At least to meet the funded

enrollment of children w/disabilities and to see to it that these children are receiving services that is needed. ... We will look forward to improve direct service in our action plan. ... Need more resources and assessment ... Contract Outside Consultant to do the Program Evaluation ... To inquire what type of evaluation is recommended ... Evaluation by participants, community.

Thank you for your time. Please forward this questionnaire to:
Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950.

DEADLINE FOR DEVELOPMENTAL DISABILITIES COUNCIL OFFICE TO RECEIVE THIS QUESTIONNAIRE IS TWO-WEEKS FROM THE DATE YOUR AGENCY RECEIVED IT.

APPENDIX V

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
GOVERNOR'S DEVELOPMENTAL DISABILITIES COUNCIL
P.O. Box 2565, Saipan, MP 96950
Telephone: (670) 322-3014 (Voice/TDD)
(670) 322-3015 (Voice)
Facsimile: (670) 322-4168

Dear Agency Director:

Your agency completed a short-questionnaire form as part of the island wide Needs Assessment Survey sponsored by the Governor's Developmental Disabilities Council. We would like you or someone in your agency who is familiar with the operations and delivery of agency services to complete "program and agency" evaluation forms. These forms will assist agencies in evaluating how services are provided to individuals having disabilities. After the evaluation forms are completed by your agency, please forward all material by **September 29, 1995** to:

Thomas J. Camacho, Program Officer
Commonwealth of the Northern Mariana Islands
Governor's Developmental Disabilities Council
P.O. Box 2565, Saipan, MP 96950

If there, are questions or suggestions about the evaluation forms' please contact Thomas J. Camacho. Mr. Camacho and Lorraine Peniston will do their best to answer all of your questions in a timely manner.

Sincerely,

Lorraine C. Peniston, Ph.D., CTRS
Survey Proposal Director

Instructions to Evaluation Packet

1. Agency Director/Supervisor assigns two program leaders to complete an Activity/Task Analysis Inventory Form for an activity/task in their program. The activity/task can be in the area of: recreation, social service, employment skill or education lesson. Use the example on the back of the form as a guide.

2. Please have two participant that attended or is attending your program complete the participant evaluation form. If possible, try to have at least one participant with a disability complete one form and a nondisabled person complete the other form.

3. Agency Director/Supervisor assigns two program leaders to evaluate their program. It can be the same person as in step (1). The program leaders are to use the "Program Evaluation Form."

4. Agency Director/Supervisor is to fill out the "Agency Evaluation Form."

5. Place all completed forms together with a copy of the **agency registration or assessment form,** place in an envelope and send to the Governor's Developmental Disabilities Council before the due date (address and a due date is on the cover letter).

Completed forms should be: 2 Activity/Task Analysis Inventory Forms
2 Participant Evaluation Forms
2 Program Evaluation Forms
1 Agency Evaluation Form
Along with Agency Registration or Assessment Form

Agency Name:_____

ACTIVITY/TASK ANALYSIS INVENTORY

Name of Activity:_____
Location of Activity:_____
(i.e., classroom, park, playground, rec. room, gym, field, pool, etc.)
Materials Required (if any):_____
Objective of Activity:_____
_____

Directions: Below, give a step-by-step breakdown of the basic and vital skills a nondisabled person would need in order to participate in the activity. Components of activities will vary, for example, playing pool in a rec. room will have fewer steps than going on an all day field trip to the nature center (i.e., boarding bus, fare for nature center, ordering food for lunch, using restrooms/drinking fountain, etc). ***Use example on the back of this page as a guideline.***

_____

STEPS (Activity Analysis)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Please list any generic modifications to this activity for a person having a disability.

Special Adaptations: (Equipment and/or Activity Modifications)

Example of Activity / Task Analysis

Activity Name: Fishing
Activity Location: Bear Creek - Fishing Station
Materials: Bait, Fishing Rod, Line, Hook and Bobber
Activity Objective: To teach fishing techniques to participants.

Steps (Activity Analysis)
1. Put hand in jar and retrieve bait.
2. Place bait on the end of hook.
3. Bait should pierce hook.
4. Cast baited fishing line into water.
5. Keep silent and standing still, focus on bobber floating on surface of water.
6. When bobber disappears beneath the surface, a fish is on the hook.
7. Quickly bend elbow of arm holding fishing rod upward, jerking line and fish out of water.
8. Keeping fish out of water, walk or turn away from water.
9. Extend arm holding fishing rod downward, lowering fish onto ground.
10. Bend knees, lowering body toward ground.
11. Pick up fish with right hand, release hook from fish with left hand.

Special Adaptations: Pulling in a fish may be made into a cooperative skill with two people. As one pulls the fish in , the other may stand nearby with a net in hand. As the fish is raised out of the water, the other person positions the net underneath the fish, catching the fish in the net.

APPENDIX VI

PARTICIPANT EVALUATION FORM

(1) Participant Name (Optional): _____ (2) Date: _____

(3) Name of Program: _____

(4) Program Location: _____

(5) Program Time(s) and Day(s): _____

(6) Program Leader (Person conducting the program): _____

(7) Is this your first time participating in this program? . . . . . ❑Yes ❑No

(8) How did you find out about this program?

❑T.V. ❑Brochure ❑Newspaper ❑Friends
❑Other: _____

(9) Would you like to participate in another program or class in this area? . . . . . ❑Yes ❑Uncertain ❑No

(10) What other programs would you be interested in taking through this agency/department?

_____

(11) Did the program leader explain information in a clear and understandable manner? . . . . . ❑Yes ❑No

(12) Was the program leader organized and well-prepared? . . . . . ❑Yes ❑No

(13) Were you comfortable asking the program leader questions? . . . . . ❑Yes ❑No

(14) Did the program leader listen to your questions and response in an appropriate manner? . . . . . ❑Yes ❑No

(15) Was the program leader willing to help you with special problems or needs? . . . ❑Yes ❑No

(16) Was the environment beneficial to learning and participating in the program? . . . ❑Yes ❑No

(17) If no, what should be changed: _____

(18) Were the days & times of program convenient? . . . . . ❑Yes ❑No

(19) If no, state other dates & times: _____

(20) Program or class size: . . . . . ❑Too Small ❑Adequate ❑Too Large

(21) Cost of Program: . . . . . ❑Adequate ❑Too Expensive ❑Expensive, worth the price

(22) Was an adequate amount of equipment and/or materials distributed during program? . . . . . ❑Yes ❑No ❑Not Applicable

(23) Was equipment in good working order? . . . . . ❑Yes ❑No ❑Not Applicable

(24) Were materials easy to read and/or use? . . . . . ❑Yes ❑No ❑Not Applicable

(25) Did the program meet your needs? . . . . . ❑Yes ❑No

(26) Would you encourage friends and/or family to participate in this program? . . . . ❑Yes ❑No

(27) Overall rating of the program: . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

(28) Suggestions for improvement of program: _____

_____

Thank you for taking the time to complete this evaluation form.

APPENDIX VII

PROGRAM EVALUATION FORM

(1) Staff person name (Optional): _____

(2) Name of Program: _____

(3) Program Location: _____

(4) Date(s) and Time(s) of Program: _____

(5) Program Leader (person conducting program): _____

(6) Agency Supervisor/Director: _____

(7) Number of participants attending the program: . . . . . ☐

(8) Age Range–indicate the number attending in each age category below:

☐0-5 years ___ ☐13-18 years ___ ☐25-35 years ___ ☐55 years & up
☐6-12 years ___ ☐19-24 years ___ ☐36-54 years ___ ___

(9) Sex (indicate the number attending in each category below):

☐Male ___ ☐Female ___

(10) Total number of persons in program having disabilities: . . . . . ☐

(11) List types of disabilities (if known): _____

_____ _____

(12) Total number of times this program was conducted: . . . . . ☐

(13) Number of volunteers assisting with program: . . . . . ☐

(14) Number of staff assisting with program: . . . . . ☐

(15) Is this number of staff sufficient? . . . . . ☐Yes ☐No

(16) If no, state why and how much staff is needed: _____

_____

(17) Is staff knowledgeable or adequately trained to implement program? . . . . . ☐Yes ☐No

(18) Is staff organized and well-prepared when conducting program? . . . . . ☐Yes ☐No

(19) Is an adequate supply of equipment and/or materials present at program? . . . . . ☐Yes ☐No

(20) If no, state what kind and amount of equipment and/or materials needed: _____

_____

(21) Are materials easy to read and use? . . . . . ☐Yes ☐No

(22) Is an adequate amount of space present to conduct program? . . . . . ☐Yes ☐No

(23) If no, state how much more space is needed: _____

(24) Is the program making the best use of the allotted resources?
(materials, equipment, facilities, staff and funds) . . . . . ☐Yes ☐Uncertain ☐No

PLEASE CONTINUE ON REVERSE SIDE

(25) Is enough time given to conduct the program (i.e., length of program time): . . . ❑Yes ❑No

(26) If no, state additional time needed in program: _____

(27) Program Class/Session Size: . . . . . ❑Too Small ❑Adequate ❑Too Large

(28) Were the tasks/activities within the program properly selected, delivered, evaluated and modified to meet participants needs? . . . ❑Yes ❑Uncertain ❑No

(29) If no, what changes should occur in the program: _____

_____

(30) Is the program suited to the population for which it is designed? . . . . . ❑Yes ❑No

(31) If no, how should the program change: _____

_____

(32) Overall rating of the program: . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

(33) Suggestions for improvement of program: _____

_____

_____

Thank you for completing this form.

APPENDIX VIII

Agency Name:_____

AGENCY REGISTRATION FORM

(Generic)

Name:_____ Date:_____

Social Security Number:_____ Date of Birth: _____

Age: _____ Sex: _____ Ethnicity: _____

Address:_____ District:_____

Home Phone:_____ Work Phone:_____

If under 18, Parent/Guardian Name:_____

In case of emergency call (Person Name):_____

Phone Number:_____

Enrollment in program:_____

Program Fee:_____

Payment of Fee: Cash, Check or Money Order (please circle one)

Schedule of Program:_____

Location of Program:_____

Special Needs or Considerations to assist you in participating.
Yes___ No___

If yes, please state what that need would be:_____
_____

How did you find out about this agency:_____

Recreation interests:_____
_____

AGENCY EVALUATION FORM

(1) Name of Agency: _____ (2) Date: _____

(3) Location of Agency: _____

(4) Agency Supervisor/Director: _____

(5) Name & title of person completing this form: _____

(6) Number of Staff: . . . . . ❑Full-Time ___ ❑Part-Time ___

(7) Total number of persons enrolled in agency program(s): . . . . . ☐

(8) Total number of facilities (buildings, parks, community centers, etc.): . . . . . ☐

(9) Total number of transportation vehicles: . . . . . ☐

Program

(10) Does agency have written goals & objectives? . . . . . ❑Yes ❑No

(11) If yes, were agency goals and objectives achieved? . . . . . ❑Yes ❑No

(12) If no, what was not achieved? _____

_____

(13) Were program(s) delivered as planned? . . . . . ❑Yes ❑No

(14) Should any changes be made in the delivery of programs? . . . . . ❑Yes ❑No

(15) If yes, state what changes should be made: _____

_____

(16) Were agency policies & procedures carried out as planned? . . . . ❑Yes ❑Uncertain ❑No

(17) If no, state why: _____

_____

(18) Should some policies & procedures be changed? . . . . . ❑Yes ❑No

(19) If yes, state what & why: _____

_____

(20) Did the cost of program(s) come within budget? . . . . . ❑Yes ❑No

(21) Should there be changes to cost of program(s)? . . . . . ❑Yes ❑No

(22) If yes, state what changes & why: _____

_____

(23) Did participants evaluate program(s)? . . . . . ❑Yes ❑No

(24) If yes, what was the overall rating of agency by participants: . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

PLEASE CONTINUE ON REVERSE SIDE

(25) Can program(s) be adapted/modified to meet the needs of participants with disabilities? ..... ❑Yes, All ❑Most ❑Some ❑None

(26) If known, state what programs should be deleted or added for next year: _____

_____

Resources

(27) Were facilities in good working order? ..... ❑Yes ❑No

(28) If no, what needs to be repaired: _____

(29) Was equipment in good working order? ..... ❑Yes ❑No

(30) If no, what needs to be repaired: _____

(31) If agency has transportation vehicles, rate their efficiency? ..... ❑Excellent ❑Good ❑Fair ❑Poor

(32) Was an adequate supply of equipment and/or materials present at program(s)? .. ❑Yes ❑No

(33) If no, state what kind and amount of equipment and/or materials is needed: _____

_____

(34) Was there adequate amount of space to conduct program? ..... ❑Yes ❑No

(35) If no, state how much more space is needed: _____

(36) Did agency make the best use of allotted resources? (materials, equipment, facilities, staff and funds) ..... ❑Yes ❑Uncertain ❑No

(37) If no, what changes should be made: _____

_____

(38) For next year the budget should: ..... ❑Increased ❑Decreased ❑Remain the Same

Staffing

(39) Overall performance of program leaders: ..... ❑Excellent ❑Good ❑Fair ❑Poor

(40) Was the number of staff sufficient to conduct satisfactory services at this agency? ..... ❑Yes ❑No

(41) If no, state why and how much staff is needed: _____

_____

(42) Was staff knowledgeable or adequately trained to implement program(s)? ..... ❑Yes ❑No

(43) If no, what type of training is needed: _____

_____

(44) Was staff organized and well-prepared during the year? ..... ❑Yes ❑No

CONTINUE ON NEXT PAGE

(45) If no, what changes should be made: _____

_____

Public Relations

(46) Was enough advertisement used to attract participants? . . . . . ❑Yes ❑No

(47) If no, how would you change the agency advertisement methods? _____

_____

(48) What type of advertisement has proven beneficial to the agency this year?

❑T.V. ❑Newspaper ❑Radio ❑Brochure ❑Flyers

(49) How would you rate referrals of participants from other agencies? . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

(50) If poor, how should this .. improved? _____

_____

(51) Has the number of participants increased from last year? . . . . . ❑Yes ❑Uncertain ❑No

(52) If yes, is this due to media advertisement, agency referrals, or word-of-mouth from participants?

_____

Overall Agency Evaluation

(53) Overall operation of agency: . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

(54) Staffs' opinions of agency operations: . . . . . ❑Excellent ❑Good ❑Fair ❑Poor

(55) Comments about this evaluation: _____

_____

_____

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